

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Friday, June 5, 2026 - 1:00 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of May 7, 2026
2. Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 803 Winchester Avenue being Union County Parcel ID 09228114 by Negotiated Offer, Advertisement, and Upset Bids Procedure.
3. Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 306 Charles Street being Union County Parcel ID 09231173 by Negotiated Offer, Advertisement, and Upset Bids Procedure.
4. Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 0 Wiatt Street being Union County Parcel ID 09228094 by Negotiated Offer, Advertisement, and Upset Bids Procedure.
5. Intern/Apprentice Programs
6. Ratify Annual Service Contracts over \$200,000
7. Draft Travel Policy Updates
8. Extension for Police Department Secure Parking Lot
9. Budget Amendment and Budget Ordinance for Various Budget Adjustments
10. US 74/601 Interchange Enhancements and Skyway Drive Streetscape Project Update
11. Discount to City Employees Clubhouse 1936
12. Home and Community Care Block Grant
13. Property and Cyber Liability Insurance Renewal

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
May 7, 2026 - 4:15 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Surluta Anthony, Committee Member Gary Anderson

Absent: None

Staff: Mark Watson, City Manager; Jeffrey Wells, Assistant City Manager; Richard Long Jr., City Attorney; William Hunt, Assistant City Attorney; Terry Sholar, Senior Staff Attorney; Lisa Strickland, Director of Finance; Katrina Myers-Arnold, Accounting Manager; Alex Whitaker, Senior Accountant; Ashley Nowell, Downtown Director; Lisa Stiwinter, Director of Planning & Development; Douglas Britt, Assistant Director of Planning & Development; Catherine Mullis, Permit Center Supervisor

Visitor(s): None

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on May 7, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 4:19 pm.

Item 1. General Services Committee Meeting of March 23, 2026 and April 2, 2026.

The minutes from the March 23, 2026 and April 2, 2026 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of March 23, 2026 and April 2, 2026.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 2. Downtown Master Plan Quarterly Update

Ashley Nowell, Downtown Director, presented the quarterly update for the Downtown Master Plan, highlighting ongoing efforts to align community needs with long-term visions for transportation, parking, and land use, with the study area recently expanded to include surrounding neighborhoods.

Key activities included a market analysis review, community workshops, and site walkabouts to assess accessibility and potential redevelopment opportunities. Recent coordination focused on pedestrian safety and a "clean handshake" with the Winchester plan, supported by an active marketing and outreach campaign.

Market Analysis & Community Input

The February 2026 market analysis defines the Downtown Monroe trade area as a 20-mile radius containing approximately 100,000 residents and 40,000 households. Total annual retail and restaurant expenditures within this area are estimated at \$750 million, with \$400 million currently captured by the downtown district. This indicates a \$350 million expenditure gap; capturing 7% of this external spending would result in an estimated \$25 million increase in annual downtown sales.

Community feedback obtained through workshops and sticky note comments emphasized themes of walkability, parking, traffic management, and the preservation of historic character, alongside requests for increased business and green space diversity.

Survey #1, conducted between January and March had 71 respondents, of which 44% were Monroe residents, identified the historic atmosphere and walkability as primary assets. They cited improved parking, calmer traffic, and a broader variety of restaurants as the most necessary changes. Furthermore, the interactive map has generated 238 inputs to date, with data trends showing a dominant focus on streetscape improvements, lighting, and pedestrian infrastructure. A complete summary of all written community comments is prepared for publication on the City's website.

Strategic Development

Seven opportunity sites were identified. Five sites have been selected for deeper analysis, while recognizing the significance of all seven sites in the broader planning context.

A key influence on the recommendations was a "real world" investor conversation facilitated by Shook Kelly. The investors' perspective was considered highly informative. Downtown Monroe is currently described as marginally sustaining its existing retail and restaurant square footage. Adding new commercial space without a corresponding increase in downtown residents carries risk of oversaturation. A strong consensus emerged that increased residential density downtown is essential to supporting higher-end retail, restaurants, and entertainment offerings. The Dowd Theatre was cited as a concrete example, with the expressed goal of achieving full financial self-sustainability for the venue.

Transportation improvements were raised as an area for further consideration. Ideas discussed included implementing road diets to reduce four-lane roads to two lanes, expanding space for cyclists and pedestrians, establishing truck routes that redirect commercial traffic away from downtown, slowing vehicle speeds, and creating safer pedestrian loops connecting key destinations.

A consistent theme throughout the discussion was the need for the City to establish a clear, unified vision and commit to it publicly. Participants expressed urgency in moving forward and emphasized the importance of aligning with NCDOT and other state partners. This was framed as an immediate priority rather than a long-term initiative.

Finally, the Five Points area was noted as a neighborhood in close physical proximity to downtown, but currently lacking adequate pedestrian access due to gaps in crossings and sidewalk infrastructure. Improving these connections was identified as a potential catalyst for growth and activity in that area.

Five Recommended Sites

The Northwest Main Street corridor – Jefferson to Windsor; South Charlotte to Main; centered on Belk parking lot – was highlighted for its existing momentum. This area benefits from some city-owned parking and presents opportunities for open space, improved parking, stronger neighborhood connectivity, and better integration with Morgan Aly.

The Southwest Main Street area - Alice Jules / High Octane area - was identified as an opportunity to build on established anchor businesses. Recommendations for this zone include improved parking and a potential southward expansion of the Main Street corridor to better connect with the surrounding southern neighborhood.

The North Hayne Street and East Morgan area, focused on a city-owned parcel near the Hayne and Windsor intersection, was discussed in terms of improving parking and traffic flow. Critically, this area represents what was described as a "missing link" — a key connection between Main Street and Five Points that, if addressed,

could significantly improve circulation and accessibility across the broader downtown area.

Five Points was identified as an area with substantial potential, anchored by the Science Center and Library and supported by significant city-owned land. The area also includes the historic Water Works buildings and is positioned as a central connector among downtown, Five Points, and the Winchester neighborhood.

The North Downtown Connections zone — encompassing the area around Belk Tonawanda, Skyway Drive, and the Winchester entrance — was noted for its relationship to the park. Current access to the park was described as scary, particularly due to conditions on the Skyway bridge. Improvements in this area were seen as an opportunity to create a meaningful amenity for both residents and visitors.

Regarding next steps, the planning process will move forward with the development of a vision statement and guiding principles, to be shaped by the steering committee with input from the broader community. A second full-day, charrette-style community workshop is also being planned, intended to engage the steering committee, affinity groups, and the general public.

Informational Only. No motion needed.

Item 3. Special Event Permit 3rd Annual Poker Run Union County Special Olympics to be held on June 6, 2026

Catherine Mullis, Permit Center Supervisor, presented a permit request for the American Legion Post 27 Third Annual Poker Run, benefiting Union County Special Olympics. The event is scheduled for June 6 from 12:00 p.m. to 7:00 p.m. and is expected to draw approximately 150 attendees.

The event will require a street closure on Still Street between Sutherland and McIntyre. No businesses in the affected area will be impacted, and no alcohol sales are associated with the event. All relevant city departments have reviewed and approved the request.

Committee Member Anderson made a motion to approve the Special Event Permit.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 4. Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 803 Winchester Avenue being Union County Parcel ID 09228114 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

Assistant City Manager Jeffrey Wells recommended 803 Winchester Avenue for placement on consent agenda for disposition through negotiated offer and advertised upset bid process.

The property at 803 Winchester Avenue consists of approximately 0.2 acres zoned Residential Multi-Family District (RMD) and has been appraised at \$57,000. Red Cedar Homes has submitted a Letter of Intent along with the required five percent deposit. The property is proposed for sale in as-is condition.

Committee Member Anderson moved to approve the publication of the offer for the consent agenda.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 5. Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 306 Charles Street being Union County Parcel ID 09231173 by Negotiated Offer, Advertisement, and

Assistant City Manager Jeffrey Wells recommended 306 Charles Street for placement on consent agenda for disposition through negotiated offer and advertised upset bid process.

The property at 306 Charles Street, located at the intersection of Charles and Edward Streets, consists of just under 0.25 acres and has been appraised at \$82,500. Red Cedar Homes has submitted the required five percent deposit for this property.

Committee Member Anderson moved to approve the publication of the offer for the consent agenda.

Committee Member Anthony seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 6. Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 0 Wiatt Street being Union County Parcel ID 09228094 by Negotiated Offer, Advertisement, and Upset Bids Procedure

Assistant City Manager Jeffrey Wells recommended 0 Wiatt for placement on consent agenda for disposition through negotiated offer and advertised upset bid process.

The property at 0 Wiatt Street, located at the intersection of Wiatt and John Streets, consists of 0.25 acres zoned Residential Multi-Family District (RMD) and has been appraised at \$64,000. Red Cedar Homes has submitted the required five percent deposit.

Committee Member Anthony asked about this property's proximity to the Hillcrest Cemetery. It was noted that the property is near but does not directly adjoin the cemetery. Any future cemetery expansion in that direction would require the acquisition of an intervening parcel. Additional developable property has been identified at Suncrest Cemetery, where thousands of available plots remain. The upcoming budget includes a line item to fence the entire Suncrest area.

If no upset bids are received, the items will return before the Council in June for authorization to proceed with the sales. Should upset bids be submitted, re-advertising requirements could extend the timeline accordingly.

Committee Member Anthony moved to approve the publication of the offer for the consent agenda.

Committee Member Anderson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

There being no further business the meeting adjourned at 5:01 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Jeff Wells, Assistant City Manager
SUBJECT: Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 803 Winchester Avenue being Union County Parcel ID 09228114 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

SUMMARY STATEMENT

Staff requests the General Services Committee review and recommend accepting bid and authorizing the sale of property owned by the City, located at 803 Winchester Avenue. Red Cedar Homes is the interested party.

REVIEW

803 Winchester Avenue is one of the parcels in the city owned property inventory. The city currently owns 240 parcels. Each parcel has been evaluated on its purpose and categorized accordingly. The subject parcel has been categorized “No strategic reason the keep.”

803 Winchester Avenue is located on the north side of Winchester Avenue between PE Bazemore Drive and Boyte Street. It is 0.172 acres and is currently zoned RMD, Residential Medium Density.

The property was recently appraised to determine its market value. The property appraised for \$57,000, and is the city’s asking price. To sell this property, the city is utilizing the negotiated offer, advertisement, and upset bid process defined in North Carolina General Statute 160A-269.

Red Cedar Homes, based in Charlotte, has submitted the required 5% deposit to initiate the upset bid process.

North Carolina Statute 160A-269: Negotiated offer, advertisement, and upset bid is described as follows:

“A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)”

The legal notice was published and the 10 day period to raise the bid expired with no upset bid.

RECOMMENDATION

Staff feels there is no strategic reason to keep 803 Winchester Avenue in the city parcel inventory. It is a good opportunity for residential fill-in of the vacant parcel while adding another new home to the Winchester community.

Staff recommends approval of Resolution 2026-32 to accept bid and authorize sale of 803 Winchester Avenue and authorizing the City Manager to execute all documents to convey the property to Red Cedar Homes.

City Council will consider the recommendation of the General Services Committee at their June 9th meeting.

Attachments: Resolution 2026-32
 Resolution 2026-26 adopted May 12th 2026
 Red Cedar Homes Letter of Intent Purchase
 Legal Notice
 Map

Marcus Anderson
Red Cedar Homes
1710 Camden Road
Charlotte, NC 28203

April 30, 2026

Jeffrey D. Wells
Assistant City Manager
City of Monroe
City Hall
300 W Crowell Street
Monroe, NC 28112

Re: Letter of Interest - 803 Winchester Avenue

Dear Mr. Wells:

Please accept this letter as Red Cedar Homes' formal expression of interest in purchasing the property located at 803 Winchester Avenue, Monroe, North Carolina, Parcel ID 9228114. Red Cedar Homes is prepared to purchase the property at the City of Monroe's asking price of \$57,000.

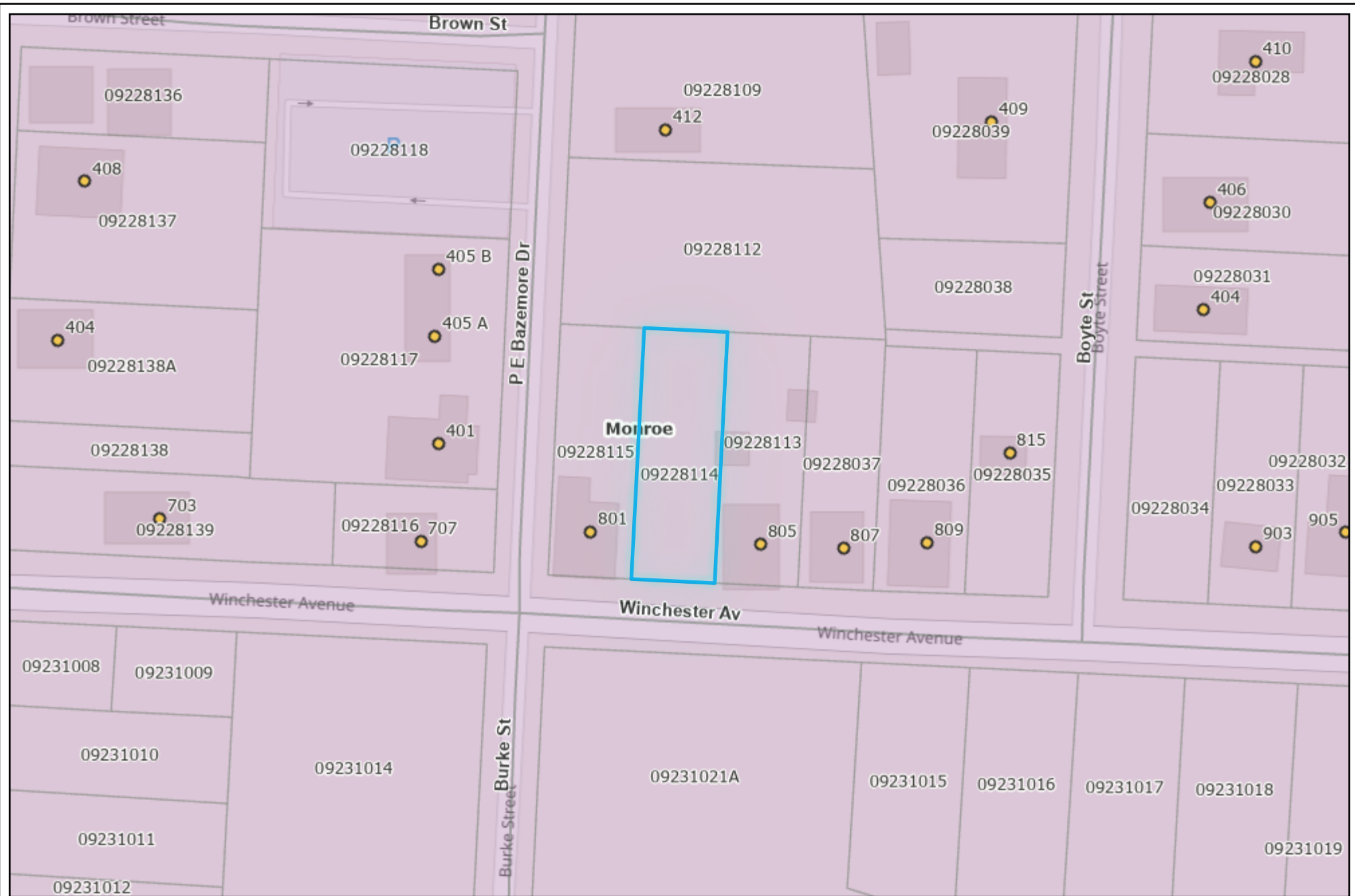
We understand that a 5% deposit in the amount of \$2,850 is required to begin the City's process. We are prepared to provide the deposit in accordance with the City's instructions.

Please let us know the next steps for delivering the required deposit and moving this matter forward. We appreciate your time and consideration and look forward to working with the City of Monroe.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Anderson', written over a horizontal line.

Marcus Anderson
Red Cedar Homes

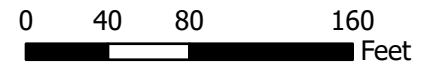


- Legend
- Address Points
 - Parcels
 - Highways
 - Road Centerlines
 - County
 - Municipalities
 - Fairview
 - Hemby Bridge
 - Indian Trail
 - Lake Park
 - Marshville



Date Printed: 4/30/2026

803 Winchester Avenue



Scale: 1:1,128
Page 9 of 76

Note: This map does not replace a survey



**NOTICE OF OFFER TO PURCHASE REAL PROPERTY
OWNED BY CITY OF MONROE AND
REQUEST FOR INCREASED/UPSET BIDS**

As authorized by Resolution adopted by the Monroe City Council on May 12, 2026, the City of Monroe hereby publishes notice, pursuant to the provisions of N.C.G.S. 160A-269, of an upset bid summarized below, to purchase real property owned by the City of Monroe. The offeror has already made a deposit in the amount of five percent (5%) of the respective bid with the City Clerk, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by City Council and the bidder fails to follow through with the purchase of the property through no fault of the City.

<u>Bid Received From</u>	<u>Offer Amount</u>	<u>Property Address</u>	<u>PIN</u>
Red Cedar Homes, LLC	\$57,000	803 Winchester Avenue Deed Book 375 Page 626	09228114

The terms of the said offer to purchase are payment at closing in the full amount of the offer in cash, cashier's check, or certified check. The property will be transferred in its current condition, **AS IS**. Notice is hereby given that within ten (10) days of the date of publication of this notice, any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid is one that raises the existing offer to an amount not less than \$59,900.00. Persons wishing to upset the offer that has been received shall submit a bid with their offer to the office of the City Clerk at Monroe City Hall within ten (10) days of the date of this publication notice. Once a qualifying higher bid has been received, that bid will become the new offer. A qualifying increased/upset bid must be accompanied by a deposit in the amount of five percent (5%) of the total increased bid, either in cash, cashier's check, or certified check, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase of the property through no fault of the City, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until no further qualifying upset bids are received. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. They city will apply the deposit of the final high bidder to the purchase price at closing. The City Council decide whether to accept the final high offer and approve the sale within sixty (60) days after the final upset bid period has passed with no new bids.

The Monroe City Council may at any time reject any and all offers.



By Order of the City Council

Bridgette H. Robinson

Bridgette H. Robinson, City Clerk

Run Date: May 16th, 2026

**RESOLUTION AUTHORIZING PUBLICATION OF
OFFER TO PURCHASE CITY-OWNED REAL PROPERTY
LOCATED AT 803 WINCHESTER AVENUE
BY NEGOTIATED OFFER, ADVERTISEMENT AND UPSET BIDS PROCEDURE
R-2026-26**

WHEREAS, the City of Monroe currently owns property located at 803 Winchester Avenue, Monroe, N.C. and further identified as Parcel Identification Number 09228114, for which the City has no use and would like to sell to the highest bidder; and

WHEREAS, the City of Monroe has received and proposes to accept an offer in the amount of FIFTY SEVEN THOUSAND DOLLARS (\$57,000.00) made by Red Cedar Homes, LLC to purchase the above described real property, subject to advertisement and increased/upset bids; and

WHEREAS, the required five percent (5%) deposit has been provided by Red Cedar Homes, LLC to the City Clerk to initiate the negotiated offer, advertisement, and upset bid process; and

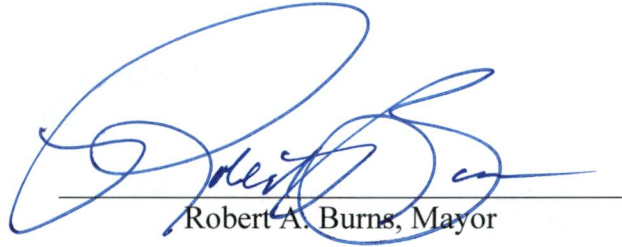
WHEREAS, the required five percent (5%) deposit is a nonrefundable payment to offset the expenses of the required advertisement of the offer in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase through no fault of the City; and

WHEREAS, pursuant to the provisions of N.C.G.S. 160A-269, the City of Monroe plans to sell the described real property in its current as-is condition and has received an offer as described above and the City Council proposes to accept said offer or any valid increased/upset bid received as provided by law, and to sell the property to the highest bidder.


NOW, THEREFORE, BE IT RESOLVED that the City Clerk is hereby authorized to publish a notice of the said offer as required by N.C.G.S. 160A-269. Persons wishing to raise the offer that has been received shall submit a qualifying upset bid to the City Clerk and a deposit of five percent (5%) of the increased bid amount to the city clerk as required by N.C.G.S. 160A-269 within ten (10) days after the notice of sale is published. The city clerk shall then readvertise the offer at the increased bid. This process shall continue until a ten (10) day period has passed without any qualifying upset bid having been received.

BE IT FURTHER RESOLVED that the City of Monroe may at any time reject any and all offers.

Adopted this 12th day of May, 2026.


Robert A. Burns, Mayor

Attest:


Bridgette H. Robinson, City Clerk



**RESOLUTION ACCEPTING BID AND AUTHORIZING SALE OF REAL PROPERTY
803 WINCHESTER AVENUE
R-2026-32**

WHEREAS, the City of Monroe advertised the bid process as of May 16, 2026 and conducted the upset bid process of the real property located at 803 Winchester Avenue (Tax Parcel # 09228114); and

WHEREAS, the final and highest bid received after due notice was \$57,000 submitted by Red Cedar Homes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE RESOLVES THAT:

1. The high bid is accepted for the above-described property and the appropriate City Officials are authorized to execute the documents necessary to transfer title of the property to Red Cedar Homes.
2. Sale of the property shall occur at a date and time arranged between the Buyer and City Staff but not to exceed 60 days from the date of this Resolution.

Adopted this 9th day of June, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Jeff Wells, Assistant City Manager
SUBJECT: Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 306 Charles Street being Union County Parcel ID 09231173 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

SUMMARY STATEMENT

Staff requests the General Services Committee review and recommend accepting bid and authorizing the sale of property owned by the City, located at 306 Charles Street. Red Cedar Homes is the interested party.

REVIEW

306 Charles Street is one of the parcels in the city owned property inventory. The city currently owns 240 parcels. Each parcel has been evaluated on its purpose and categorized accordingly. The subject parcel has been categorized “No strategic reason the keep.”

306 Charles Street is located at the intersection of Charles Street and Everette Street. It is 0.233 acres and is currently zoned RMD, Residential Medium Density.

The property was recently appraised to determine its market value. The property appraised for \$82,500, and is the city’s asking price. To sell this property, the city is utilizing the negotiated offer, advertisement, and upset bid process defined in North Carolina General Statute 160A-269.

Red Cedar Homes, based in Charlotte, has submitted the required 5% deposit to initiate the upset bid process.

North Carolina Statute 160A-269: Negotiated offer, advertisement, and upset bid is described as follows:

“A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)”

The legal notice was published and the 10 day period to raise the bid expired with no upset bid.

RECOMMENDATION

Staff feels there is no strategic reason to keep 306 Charles Street in the city parcel inventory. It is a good opportunity for residential fill-in of the vacant parcel.

Staff recommends approval of Resolution 2026-33 to accept bid and authorize sale of 306 Charles Street and authorizing the City Manager to execute all documents to convey the property to Red Cedar Homes.

City Council will consider the recommendation of the General Services Committee at their June 9th meeting.

Attachments: Resolution 2026-33
 Resolution 2026-27 adopted May 12th 2026
 Red Cedar Homes Letter of Intent Purchase
 Legal Notice
 Map

Marcus Anderson
Red Cedar Homes
1710 Camden Road
Charlotte, NC 28203

April 30, 2026

Jeffrey D. Wells
Assistant City Manager
City of Monroe
City Hall
300 W Crowell Street
Monroe, NC 28112

Re: Letter of Interest - 306 Charles Street

Dear Mr. Wells:

Please accept this letter as Red Cedar Homes' formal expression of interest in purchasing the property located at 306 Charles Street, Monroe, North Carolina, Parcel ID 9231173. Red Cedar Homes is prepared to purchase the property at the City of Monroe's asking price of \$82,500.

We understand that a 5% deposit in the amount of \$4,125 is required to begin the City's process. We are prepared to provide the deposit in accordance with the City's instructions.

Please let us know the next steps for delivering the required deposit and moving this matter forward. We appreciate your time and consideration and look forward to working with the City of Monroe.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Anderson', with a long horizontal flourish extending to the right.

Marcus Anderson
Red Cedar Homes

**NOTICE OF OFFER TO PURCHASE REAL PROPERTY
OWNED BY CITY OF MONROE AND
REQUEST FOR INCREASED/UPSET BIDS**

As authorized by Resolution adopted by the Monroe City Council on May 12, 2026, the City of Monroe hereby publishes notice, pursuant to the provisions of N.C.G.S. 160A-269, of an upset bid summarized below, to purchase real property owned by the City of Monroe. The offeror has already made a deposit in the amount of five percent (5%) of the respective bid with the City Clerk, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by City Council and the bidder fails to follow through with the purchase of the property through no fault of the City.

<u>Bid Received From</u>	<u>Offer Amount</u>	<u>Property Address</u>	<u>PIN</u>
Red Cedar Homes, LLC	\$82,500	306 Charles Street Deed Book 524 Page 461	09231173

The terms of the said offer to purchase are payment at closing in the full amount of the offer in cash, cashier's check, or certified check. The property will be transferred in its current condition, **AS IS**. Notice is hereby given that within ten (10) days of the date of publication of this notice, any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid is one that raises the existing offer to an amount not less than \$86,675.00. Persons wishing to upset the offer that has been received shall submit a bid with their offer to the office of the City Clerk at Monroe City Hall within ten (10) days of the date of this publication notice. Once a qualifying higher bid has been received, that bid will become the new offer. A qualifying increased/upset bid must be accompanied by a deposit in the amount of five percent (5%) of the total increased bid, either in cash, cashier's check, or certified check, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase of the property through no fault of the City, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until no further qualifying upset bids are received. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. They city will apply the deposit of the final high bidder to the purchase price at closing. The City Council decide whether to accept the final high offer and approve the sale within sixty (60) days after the final upset bid period has passed with no new bids.

The Monroe City Council may at any time reject any and all offers.

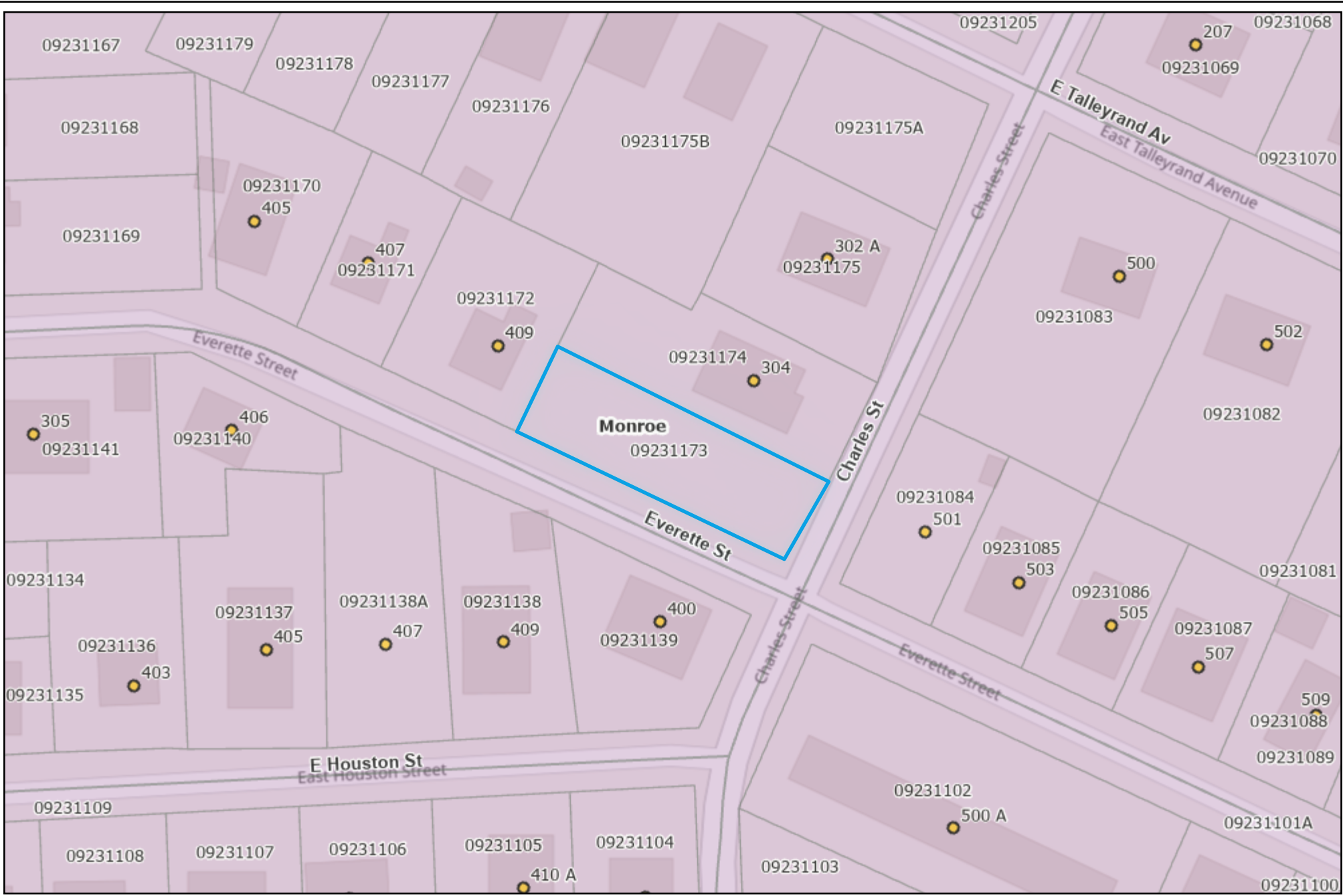


By Order of the City Council

Bridgette H. Robinson

Bridgette H. Robinson, City Clerk

Run Date: May 16th, 2026

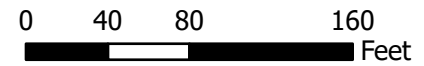


- Legend
- Address Points
 - Parcels
 - Highways
 - Road Centerlines
 - County
 - Municipalities
 - Fairview
 - Hemby Bridge
 - Indian Trail
 - Lake Park
 - Marshville



Date Printed: 4/30/2026

306 Charles Street



Scale: 1:1,128
Page 18 of 76

Note: This map does not replace a survey



**RESOLUTION AUTHORIZING PUBLICATION OF
OFFER TO PURCHASE CITY-OWNED REAL PROPERTY
LOCATED AT 306 CHARLES STREET
BY NEGOTIATED OFFER, ADVERTISEMENT AND UPSET BIDS PROCEDURE
R-2026-27**

WHEREAS, the City of Monroe currently owns property located at 306 Charles Street, Monroe, N.C. and further identified as Parcel Identification Number 09231173, for which the City has no use and would like to sell to the highest bidder; and

WHEREAS, the City of Monroe has received and proposes to accept an offer in the amount of EIGHTY TWO THOUSAND FIVE HUNDRED DOLLARS (\$82,500.00) made by Red Cedar Homes, LLC to purchase the above described real property, subject to advertisement and increased/upset bids; and

WHEREAS, the required five percent (5%) deposit has been provided by Red Cedar Homes, LLC to the City Clerk to initiate the negotiated offer, advertisement, and upset bid process; and

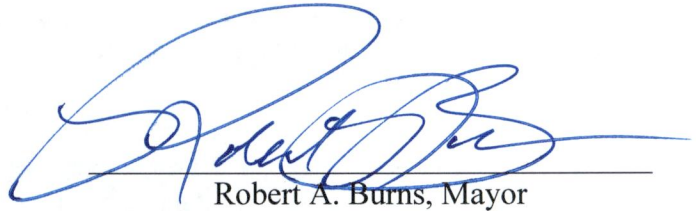
WHEREAS, the required five percent (5%) deposit is a nonrefundable payment to offset the expenses of the required advertisement of the offer in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase through no fault of the City; and

WHEREAS, pursuant to the provisions of N.C.G.S. 160A-269, the City of Monroe plans to sell the described real property in its current as-is condition and has received an offer as described above and the City Council proposes to accept said offer or any valid increased/upset bid received as provided by law, and to sell the property to the highest bidder.

NOW, THEREFORE, BE IT RESOLVED that the City Clerk is hereby authorized to publish a notice of the said offer as required by N.C.G.S. 160A-269. Persons wishing to raise the offer that has been received shall submit a qualifying upset bid to the City Clerk and a deposit of five percent (5%) of the increased bid amount to the city clerk as required by N.C.G.S. 160A-269 within ten (10) days after the notice of sale is published. The city clerk shall then readvertise the offer at the increased bid. This process shall continue until a ten (10) day period has passed without any qualifying upset bid having been received.

BE IT FURTHER RESOLVED that the City of Monroe may at any time reject any and all offers.

Adopted this 12th day of May, 2026.



Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson
Bridgette H. Robinson, City Clerk



**RESOLUTION ACCEPTING BID AND AUTHORIZING SALE OF REAL PROPERTY
306 CHARLES STREET
R-2026-33**

WHEREAS, the City of Monroe advertised the bid process as of May 16, 2026 and conducted the upset bid process of the real property located at 306 Charles Street (Tax Parcel # 09231173); and

WHEREAS, the final and highest bid received after due notice was \$82,500 submitted by Red Cedar Homes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE RESOLVES THAT:

1. The high bid is accepted for the above-described property and the appropriate City Officials are authorized to execute the documents necessary to transfer title of the property to Red Cedar Homes.
2. Sale of the property shall occur at a date and time arranged between the Buyer and City Staff but not to exceed 60 days from the date of this Resolution.

Adopted this 9th day of June, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: June 5, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Jeff Wells, Assistant City Manager

SUBJECT: Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 0 Wiatt Street being Union County Parcel ID 09228094 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

SUMMARY STATEMENT

Staff requests the General Services Committee review and recommend accepting bid and authorizing sale of property owned by the City, located at 0 Wiatt Street. Red Cedar Homes is the interested party.

REVIEW

0 Wiatt Street is one of the parcels in the city owned property inventory. The city currently owns 240 parcels. Each parcel has been evaluated on its purpose and categorized accordingly. The subject parcel has been categorized “No strategic reason the keep.”

0 Wiatt Street is located at the intersection of Wiatt Street and John Street. It is 0.25 acres and is currently zoned RMD, Residential Medium Density.

The property was recently appraised to determine its market value. The property appraised for \$64,000, and is the city’s asking price. To sell this property, the city is utilizing the negotiated offer, advertisement, and upset bid process defined in North Carolina General Statute 160A-269.

Red Cedar Homes, based in Charlotte, has submitted the required 5% deposit to initiate the upset bid process.

North Carolina Statute 160A-269: Negotiated offer, advertisement, and upset bid is described as follows:

“A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)”

The legal notice was published and the 10 day period to raise the bid expired with no upset bid.

RECOMMENDATION

Staff feels there is no strategic reason to keep 0 Wiatt Street in the city parcel inventory. It is a good opportunity for residential fill-in of the vacant parcel.

Staff recommends approval of Resolution 2026-34 to accept bid and authorize sale of 0 Wiatt Street and authorizing the City Manager to execute all documents to convey the property to Red Cedar Homes.

City Council will consider the recommendation of the General Services Committee at their June 9th meeting.

Attachments: Resolution 2026-34
 Resolution 2026-28 adopted May 12th 2026
 Red Cedar Homes Letter of Intent Purchase
 Legal Notice
 Map

Marcus Anderson
Red Cedar Homes
1710 Camden Road
Charlotte, NC 28203

April 30, 2026

Jeffrey D. Wells
Assistant City Manager
City of Monroe
City Hall
300 W Crowell Street
Monroe, NC 28112

Re: Letter of Interest - 0 Wiatt Street

Dear Mr. Wells:

Please accept this letter as Red Cedar Homes' formal expression of interest in purchasing the property located at 0 Wiatt Street, Monroe, North Carolina, Parcel ID 9228094. Red Cedar Homes is prepared to purchase the property at the City of Monroe's asking price of \$64,000.

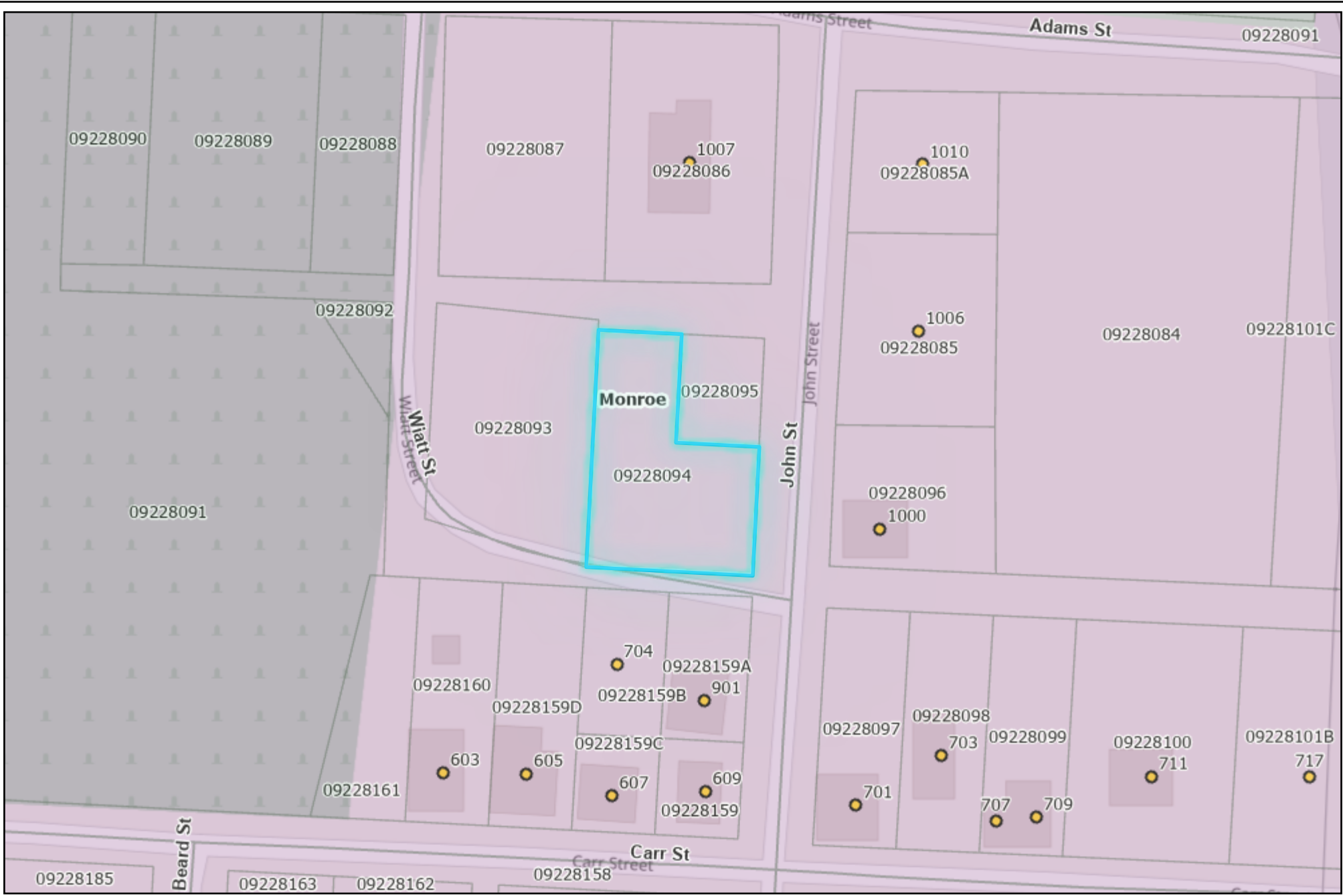
We understand that a 5% deposit in the amount of \$3,200 is required to begin the City's process. We are prepared to provide the deposit in accordance with the City's instructions.

Please let us know the next steps for delivering the required deposit and moving this matter forward. We appreciate your time and consideration and look forward to working with the City of Monroe.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Anderson', written over a horizontal line.

Marcus Anderson
Red Cedar Homes



- Legend
- Address Points
 - Parcels
 - Highways
 - Road Centerlines
 - County
 - Municipalities
 - Fairview
 - Hemby Bridge
 - Indian Trail
 - Lake Park
 - Marshville



Date Printed: 4/30/2026



Scale: 1:1,128
Page 25 of 76

Note: This map does not replace a survey



**NOTICE OF OFFER TO PURCHASE REAL PROPERTY
OWNED BY CITY OF MONROE AND
REQUEST FOR INCREASED/UPSET BIDS**

As authorized by Resolution adopted by the Monroe City Council on May 12, 2026, the City of Monroe hereby publishes notice, pursuant to the provisions of N.C.G.S. 160A-269, of an upset bid summarized below, to purchase real property owned by the City of Monroe. The offeror has already made a deposit in the amount of five percent (5%) of the respective bid with the City Clerk, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by City Council and the bidder fails to follow through with the purchase of the property through no fault of the City.

<u>Bid Received From</u>	<u>Offer Amount</u>	<u>Property Address</u>	<u>PIN</u>
Red Cedar Homes, LLC	\$64,000	0 Wiatt Street Deed Book 253 Page 673	09228094

The terms of the said offer to purchase are payment at closing in the full amount of the offer in cash, cashier's check, or certified check. The property will be transferred in its current condition, **AS IS**. Notice is hereby given that within ten (10) days of the date of publication of this notice, any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid is one that raises the existing offer to an amount not less than \$67,250.00. Persons wishing to upset the offer that has been received shall submit a bid with their offer to the office of the City Clerk at Monroe City Hall within ten (10) days of the date of this publication notice. Once a qualifying higher bid has been received, that bid will become the new offer. A qualifying increased/upset bid must be accompanied by a deposit in the amount of five percent (5%) of the total increased bid, either in cash, cashier's check, or certified check, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase of the property through no fault of the City, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until no further qualifying upset bids are received. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. They city will apply the deposit of the final high bidder to the purchase price at closing. The City Council decide whether to accept the final high offer and approve the sale within sixty (60) days after the final upset bid period has passed with no new bids.

The Monroe City Council may at any time reject any and all offers.



By Order of the City Council
Bridgette H. Robinson

Bridgette H. Robinson, City Clerk

Run Date: May 16th, 2026

**RESOLUTION AUTHORIZING PUBLICATION OF
OFFER TO PURCHASE CITY-OWNED REAL PROPERTY
LOCATED AT 0 WIATT STREET
BY NEGOTIATED OFFER, ADVERTISEMENT AND UPSET BIDS PROCEDURE
R-2026-28**

WHEREAS, the City of Monroe currently owns property located at 0 Wiatt Street, Monroe, N.C. and further identified as Parcel Identification Number 09228094, for which the City has no use and would like to sell to the highest bidder; and

WHEREAS, the City of Monroe has received and proposes to accept an offer in the amount of SIXTY FOUR THOUSAND DOLLARS (\$64,000.00) made by Red Cedar Homes, LLC to purchase the above described real property, subject to advertisement and increased/upset bids; and

WHEREAS, the required five percent (5%) deposit has been provided by Red Cedar Homes, LLC to the City Clerk to initiate the negotiated offer, advertisement, and upset bid process; and

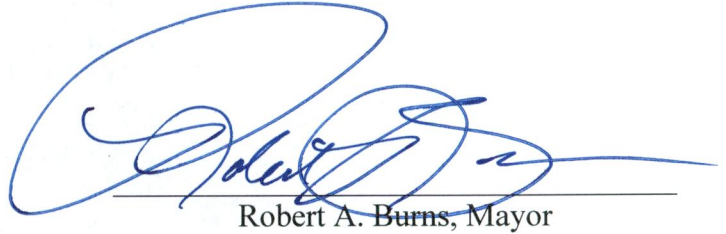
WHEREAS, the required five percent (5%) deposit is a nonrefundable payment to offset the expenses of the required advertisement of the offer in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase through no fault of the City; and

WHEREAS, pursuant to the provisions of N.C.G.S. 160A-269, the City of Monroe plans to sell the described real property in its current as-is condition and has received an offer as described above and the City Council proposes to accept said offer or any valid increased/upset bid received as provided by law, and to sell the property to the highest bidder.

NOW, THEREFORE, BE IT RESOLVED that the City Clerk is hereby authorized to publish a notice of the said offer as required by N.C.G.S. 160A-269. Persons wishing to raise the offer that has been received shall submit a qualifying upset bid to the City Clerk and a deposit of five percent (5%) of the increased bid amount to the city clerk as required by N.C.G.S. 160A-269 within ten (10) days after the notice of sale is published. The city clerk shall then readvertise the offer at the increased bid. This process shall continue until a ten (10) day period has passed without any qualifying upset bid having been received.

BE IT FURTHER RESOLVED that the City of Monroe may at any time reject any and all offers.

Adopted this 12th day of May, 2026.



Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson
Bridgette H. Robinson, City Clerk



**RESOLUTION ACCEPTING BID AND AUTHORIZING SALE OF REAL PROPERTY
0 WIATT STREET
R-2026-34**

WHEREAS, the City of Monroe advertised the bid process as of May 16, 2026 and conducted the upset bid process of the real property located at 0 Wiatt Street (Tax Parcel # 09228094); and

WHEREAS, the final and highest bid received after due notice was \$64,000 submitted by Red Cedar Homes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE RESOLVES THAT:

1. The high bid is accepted for the above-described property and the appropriate City Officials are authorized to execute the documents necessary to transfer title of the property to Red Cedar Homes.
2. Sale of the property shall occur at a date and time arranged between the Buyer and City Staff but not to exceed 60 days from the date of this Resolution.

Adopted this 9th day of June, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Jeff Wells, Assistant City Manager
SUBJECT: Intern/Apprentice Programs

SUMMARY STATEMENT

By direction of the City Manager, staff is reviewing current intern/apprentice opportunities offered by the city to determine viability of a revamped program.

REVIEW

Administration has been approached by Councilmembers McGee and Dotson at separate times inquiring about the city's intern/apprentice programs.

The results of staff research and potential opportunities will be presented to Council at the Fall retreat for direction.

RECOMMENDATION

Item is information only.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Lisa Strickland, Director of Finance
PREPARED BY: Shirley Butterick, Purchasing Manager
SUBJECT: Ratify Annual Service Contracts over \$200,000

SUMMARY STATEMENT

City Council approval is necessary for renewal of reoccurring service and purchase contracts for fiscal year 2027. Details are outlined below.

REVIEW

Chapter 34 of the Monroe Code of Ordinances dictates that it is necessary to seek City Council approval on purchases in excess of \$200,000. They are as follows:

FY2027 Services Exceeding \$200,000			
Company Name	FY2026 Expenditures	FY2027 Expenditures	Synopsis
Matrix Imaging Solutions	\$239,720	\$254,220	Bill printing services for cycle bills, late notices and tax statements. Postage is included.
Green’s Commercial Cleaning	\$336,981	\$291,943	Cleaning of city facilities. Decrease from FY26 reflects removal of city hall service. Decrease reflects increased use of CoM staff housekeeping.
Xylem Tree	\$436,000	\$446,000	Tree trimming services for electric right of ways.

Dawn Development	\$3,500,000	\$4,000,000	Construction services to install lines to expand services for electric and natural gas.
Tyler Technologies	\$226,150	\$237,344	City financial software maintenance and support fees contract

The contracts listed above are annual service contracts that reoccur each year. Funds for these contracts are included in the recommended fiscal year 2027 budget.

RECOMMENDATION

Staff recommends the General Services Committee forward to City Council for approval of the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2027.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Lisa Strickland, Finance Director
PREPARED BY: Katrina Myers-Arnold, Accounting Manager
Ashley Ivey, Assistant Finance Director
SUBJECT: Draft Travel Policy Updates

SUMMARY STATEMENT

The General Services Committee is requested to consider recommended revisions to the Travel Policies for city employees and elected officials (Policy GA-01 and GA-02).

REVIEW

The intended purpose of the Travel policy for city employees and appointed officials (GA-01) is to provide City employees and appointed officials, and agencies a comprehensive reference for uniform interpretation of payment or reimbursement for travel expenses pertaining to official travel and subsistence. This policy is applicable to all City employees and appointed officials, as well as individuals serving in various capacities on City boards, commissions and committees.

The intended purpose of the Travel policy for elected officials (GA-02) is to provide City Elected Officials a comprehensive reference for eligible payments or reimbursements for travel expenses pertaining to official City travel and subsistence while conducting official City business as defined in the policy document. Travel at the City’s expense shall be for a designated public purpose, in support of official City business. This Policy is applicable to all Elected Officials serving the City of Monroe.

The proposed revisions of the policies will clarify ambiguous or outdated language plus make it easier for employees and elected officials to understand and navigate by reducing the number of forms and modernize. Key revisions to the policy are highlighted below:

- Travel advances will only be provided when over \$200 or when no city issued purchasing/credit card is available and check is not accepted by the vendor;
- For air travel – the cost of preferred seating will not be reimbursed by the City and the City will only pay or reimburse for one item of luggage that weighs 50 lbs or less;
- Guidance is provided for the use of shuttles, ride share, taxis, public transportation;
- Per diems will be based upon the standard General Services Administration (GSA) rates for the destination and no longer use %'s for each meal. These per diem rates include an allowance for tips and incidentals so no further payment or reimbursement for these items will be allowed;
- Meals included in the conference or paid by others should not be included in per diems requested;
- Third part lodging i.e. VRBO, Airbnb are allowable if documentation can be shown of savings to the City. The City strictly prohibits such rentals from family members and/or entities where the traveler has a conflict of interest;
- Parking fees may be reimbursed at the lowest available rate. i.e. if only valet parking is available that is reimbursable; however, if self-parking is available at a cheaper rate that is what may be reimbursed by the City;
- Reasonable accommodations will be provided for documented disabilities or special needs when such accommodations are necessary for safe and effective travel. i.e. extra baggage fees, special seating accommodations, curbside check in, etc.;
- Travel authorizations must have proper approvals before any reservations are made:
 - Employee – Approved by Department Head
 - Department Head – Approved by Assistant City Manager and/or City Manager
 - Council Members & Mayor Pro Tem – Approved by Mayor
 - Mayor – Approved by Mayor Pro Tem
- Travel authorizations should be completed and submitted 10 days prior to travel and travel expense/reimbursement forms should be submitted within 10 days after return from travel with all supporting documentation;
- Travel Authorization and Expense/Reimbursements Forms have been updated to fillable PDF forms rather than Excel for ease of use and modernization.

All draft revisions to the policies have been reviewed by staff in the Finance, Legal and Administrative departments and by the City Clerk's office.

RECOMMENDATION

Staff recommends approval of the revised Travel policies GA-01 and GA-02 and related Travel authorization and expense forms. If the General Services Committee is in agreement, the item will be placed on the consent agenda for consideration by City Council at the next meeting on June 9, 2026.


Attachments:

Travel Policy for Employees and Appointed Officials GA-01 – with tracked changes

Travel Policy for Elected Officials GA-02 – with tracked changes

Travel Authorization Form – Revised

Travel Expense Reimbursement Form - Revised

	Policy: Travel Policy for City Employees and Appointed Officials	Effective Date: August 21, 2001 Revision Effective Date: January 31, 2005, April 1, 2007, May 14, 2009, February 18, 2019
	Policy Number: GA-01	Page 1 of 14
<u>E.L. Faison, City Manager</u>		<u>General Administration</u> Responsible Party

Purpose

It is the intent of this policy to provide City employees and appointed officials, and agencies a comprehensive reference for uniform interpretation of payment or reimbursement for travel expenses pertaining to official travel and subsistence.

Applicability of Travel Policy

This policy is applicable to all City employees and appointed officials, as well as individuals serving in various capacities on City boards, commissions and committees.

General Policy

1. An employee or official traveling on official business representing the City is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect travel routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. Employees and officials will be personally responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Submission of a falsified reimbursement request or any other violations of this policy may result in disciplinary action up to and including possible dismissal.
2. Official travel expenses will be reimbursed in accordance with this Administrative Policy.
3. Officials authorized to use City credit cards may elect to use them instead of reimbursement; all receipts for expenditures must be submitted to the City in order for the expenditures to be approved.
4. When two (2) or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of transportation including taxicabs, City-owned, leased, or privately-owned vehicles. Travel with representatives of other government units is encouraged whenever possible.
- 4.5. The City will provide reasonable travel accommodations for employees with documented disabilities or special needs when such accommodations are necessary for safe and effective travel. A disability requiring costlier accommodations or additional expenses must be supported by written certification from a licensed medical provider. This includes

Formatted: Font: Bold

Formatted: List Paragraph, Left, No bullets or numbering

Formatted: Font: 12 pt

extra baggage fees, special seating accommodations, curbside check in, etc. Special needs that do not involve a disability may be approved without medical documentation. All accommodations must be requested and approved by the City Manager prior to travel.

Definitions

- 1. Authorizing Party. An individual authorized by this policy to approve or disapprove requests for travel, cash advances, travel reimbursements, etc.
- 2. Employee’s Designated Work Location. ~~Duty Station~~. “Duty station” Designated work location is defined as the job location at which the employee spends the majority of his or her working hours. For an employee in travel status, the designated work location ~~duty station~~ should be the point where traveling begins.
- ~~3. Prospective Professional Employees. Department Directors are authorized to approve reimbursement of transportation expenses of individuals visiting for employment interviews. These expenses are limited to transportation and lodging, and subsistence.~~ Does this still apply? I think this still applies, while not used very often, may want to keep in the policy.
- 3. Reasonable Expense. All expenses incurred in the interest of the City by an employee, including transportation, lodging, meals, registration and related incidental expenses should be economical.
- 4. Non-Reimbursable Expense. The City will not pay, accept, or reimburse charges for expenses that do not serve a public purpose. Examples include, but are not limited to, snacks, tobacco products, alcoholic beverages, clothing, medicine, personal care items, personal calls, traffic/parking tickets, movie rentals, luxury accommodations, unnecessary services, recreational fees or travel from conference to recreational side trips, and any other excess costs. Costs incurred for family members accompanying employees on trips are not reimbursable.
- 5. Official City Business. Occurs when a City employee is traveling to attend approved job-related training, work on behalf of, officially represent, or provide a City service upon the City’s request. Travel that does not directly benefit the City is not reimbursable.
- 6. _____
- 4.7. Reimbursements. All travel reimbursement requests and expense reports shall be submitted for shall be filed for approval and payment within ~~ten~~five (10.5) working days after the travel period ends.

Formatted: Indent: Left: 0", First line: 0"

Formatted: List Paragraph, Left, No bullets or numbering

Formatted: Font: 12 pt

5.8. Requesting Party. The person employee who will be reimbursed for travel costs incurred while conducting City business or visiting for employment.

~~6. Subsistence. Subsistence is an allowance related to meals. The current IRS standard CONUS destination per diem rate shall apply for all in State and out of State travel. This rate is available from the Director of Finance and Administration.~~

~~7.9. Incidentals. Costs related to tips and telephone calls. The GSA (General Services Administration) per diem rate includes incidentals such as tips/gratuities for persons who provide services, such as porters, housekeeping, and baggage carriers. Therefore, the City will not reimburse employees for these expenses.~~

General Guidelines

Airline tickets and registrations for the authorized individual will be paid directly by the City. All other costs will be paid directly by the requesting party, and will not be billed to the City. The requesting party is encouraged to use travel agents for airline tickets and to reserve transportation and lodging in advance when possible. The requesting party will be reimbursed for actual costs incurred only, subject to the limitations established in this policy.

~~1. No registrations/reservations should be made before travel has been approved. Travel authorization forms are to be submitted to the Director of Finance and Administration no later than ten (10) working days prior to the travel date. Travel authorization forms that include air travel should be submitted timely so that discount rates may be obtained.~~

Formatted: Font: 12 pt

<u>Traveler</u>	<u>Authorized Approver</u>
<u>Employee</u>	<u>Supervisor or Department Director</u>
<u>Department Director</u>	<u>City Manager or Assistant City Manager</u>
<u>Council Member</u>	<u>Mayor</u>
<u>Mayor</u>	<u>Mayor Pro Tem</u>

Formatted: Font: 12 pt

Formatted Table

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted Table

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Indent: Left: 0"

~~1. All travel requests of employees must be approved by Department Director and/or City Manager. No registrations/reservations should be made before travel has been approved. Travel authorization forms are to be submitted to the Director of Finance and Administration no later than ten (10) working days prior to the travel date. Travel authorization forms that include air travel should be submitted timely so that discount rates may be obtained.~~

~~2. Out-of-State Travel. All out-of-state trips require prior approval by the City Manager or designee, except for law enforcement duties including prisoner transport, interviews and investigations. Out-of-state travel status begins when the employee leaves the state and remains in effect until the employee returns to the state. However, in-state allowance and reimbursement rates apply when employees and other qualified official travelers use meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period. Travel requests by employees and department directors will be approved by the City Manager in addition to the Department Director for any out-of-state travel.~~

Formatted: Indent: Left: -0.25"

Formatted: Font: 12 pt

~~3.2. The Director of Finance and Administration~~ Finance Director and/or Assistant Finance Director will receive a copy of each approved Travel Authorization Form. The ~~Director of Finance and Administration~~ Finance Director and/or Assistant Finance Director is responsible for determining that an unencumbered appropriation sufficient to cover the estimated cost of the approved travel remains in the expenditure item. If a sufficient balance remains in the expenditure item, the estimated travel cost will be ~~approved~~ unencumbered. If the remaining balance in the expenditure item is insufficient to cover the estimated cost of travel and other monies are not yet available, the authorizing party will be notified by the ~~Director of Finance and Administration~~ Finance Director and/or Assistant Finance Director.

Formatted: Indent: Left: 0"

Travel Advances

~~1. The City of Monroe will issue travel hardship advances for per diem only. Employees will only receive a travel advance if per diem amounts meet or exceed \$200. All other travel related expenses are to be paid via procurement card (P-card). If a P-card is not available, the City will pay the vendor via check. If the vendor does not accept payments by check and a P-card is not available, the City will then issue a travel advance for the employee to cover travel expenses.~~

Formatted: Font: 12 pt

~~2. The City of Monroe will assist employees who are required to travel on official business by advancing funds, if estimated expense exceeds one hundred dollars (\$100.00) or two (2) nights stay. The Director of Finance and Administration or his/her designee may approve an exception to this policy, if not providing an advance would cause financial hardship to the employee.~~

~~2.3. Department petty cash will not be used to support travel or travel reimbursements, without prior approval by the Director of Finance and Administration.~~

~~3.4. A travel advance will not be issued if the employee has an outstanding advance that has not been reconciled and cleared by a submission of a corresponding Travel Reimbursement Request and Expense Report.~~

Specific Guidelines Relating to Transportation, Subsistence, and Other Cost

1. Transportation.

A. Air Line Travel. Actual coach fare (substantiated by receipt) will be reimbursed, when prior approval has been received by the City Manager. The cost of “Preferred Seating” will not be reimbursed by the City. First class travel should be used only in extraordinary circumstances. Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the City’s obligation if the employee’s or official’s travel has been approved in advance, and the cancellation or change is made at the direction of and for the convenience of the City. If the cancellation or change is made for the personal benefit of the employee or official, it shall be the individual’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the individual’s immediate family, or other critical circumstances beyond the control of the individual, the City may elect to pay the penalties and charges.

When traveling, the City will pay or reimburse for one item of luggage that weighs less than 50 lbs. The City will not reimburse employees traveling with luggage that exceeds the 50-lb limit and/or additional pieces of luggage unless it is necessary for the business purpose of the trip, in which case a business reason must be stated and provided in memo format to Finance with receipt.

Formatted: Font: 12 pt
Formatted: Indent: Left: 1"

~~A.~~

Formatted: Indent: Left: 0.5", No bullets or numbering

B. Travel by Vehicle.

1) City employees are encouraged to use City vehicles for authorized travel. A city vehicle along with a gas card will be provided whenever possible. The gasoline card offers Federal and State tax discounts, which saves the user department money for every gallon purchased. If the traveler is unable to find a gas station which will accept the City’s gasoline card, the traveler will be reimbursed for the gas purchases with receipts.

Only City employees and other persons authorized by the Department Director will be permitted to travel in City vehicles. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting City business only. A de minimis amount of personal use, such as driving the vehicle to and from dinner, may be allowed. Non-City employees may accompany City employees if they have a business interest in the travel

2) The City will reimburse an employee on the basis of actual mileage for the use of their private vehicle, providing this cost does not exceed the cost of air travel. Reimbursement for use of a personal vehicle will be at the prevailing mileage rate allowable by the Internal Revenue Service (IRS).

For employees receiving a monthly car allowance from the City, mileage reimbursement at the designated IRS rate will only be applicable for travel greater than 100 miles from the employee's designated work location.~~duty station.~~

No reimbursement will be made for expenses incurred in making repairs or for the towing of a private vehicle. Coverage of these expenses is provided in the mileage rate. The employee will be reimbursed for parking fees and tolls with receipts.

- a. Actual Mileage is reimbursable mileage for the most direct route, measured from the duty station to the destination and return.
- b. Parking fees, tolls, and storage fees are reimbursable. Receipts are required.

~~3) 3)~~ Rental Vehicle. A receipt is necessary for reimbursement. Rental vehicles are to be used as a last resort. Use of a rental vehicle must be approved in advance by the City Manager.

4) Taxi/Car Service/Shuttle. When air travel is necessary, or an employee does not have access to a vehicle, the traveling employee should choose the most affordable means of transportation. This may include the use of a shuttle, ride share service (e.g. Uber, Lyft), taxi or public transportation. Tips can be approved for reimbursement on a case-by-case basis by the Department Director, Assistant City Manager, or City Manager.

4) Commuting. No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her designated work location. ~~duty station.~~

2. Lodging.

A. Minimum Distance. The distance from the employee's workplace to the travel destination must be at least 35 miles to be eligible for reimbursement.

B. Selection. Employees should choose lodging based on cost and location with preference given to conference hotel (if applicable). For example, if the conference hotel provides blocks at a discounted conference rate, employees are expected to book rooms within that block. If the conference hotel does not provide discounted conference blocks, or if the conference blocks are unavailable, employees should choose a place of lodging that is the average of the local rates.

Staff are permitted to use third party lodging (e.g. HomeAway, VRBO, Airbnb, etc.) if documentation can be provided showing savings to the City. The City strictly prohibits such rentals from family members and/or entities where the traveler has a conflict of interest.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: List Paragraph, Indent: First line: 0"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

C. Parking. In some situations, the hotel may automatically charge for parking and include as part of the hotel bill. If the only option for parking is valet, the City will pay for the full cost, but if there is an option to self-park, the City will only reimburse for the lessor of the two. The employee should be able to provide documentation if and when valet is the only parking option.

A. Authorization. Written approval by the Department Director must be obtained in order to qualify for reimbursement for overnight stays. This is implied by the prior approval.

B.

D. Reimbursement. Each individual is responsible for his or her own request for reimbursement. Specific dates of lodging must be listed on the reimbursement request, and substantiated by an itemized receipt from a commercial lodging establishment.

3. Subsistence: Meals.

A. Day Trips. To comply with IRS regulations, employees will not be reimbursed for meals for in-state or out-of-state day trips. P-cards should not be used for meals on day trips. Any purchased on a P-card during a day trip must be reimbursed to Finance the City.

Formatted: Font: 12 pt

B. Overnight Trips. The City follows the GSA per diem rates located at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Using the per diem calculator tool, enter the primary destination and determine which per diem rate applies. Include a copy of this information with the travel reimbursement documentation. Employees will receive the per diem rate pursuant to their travel destination via travel advance or reimbursed to them upon return. Per GSA guidelines, traveling employees receive 75% of the per diem rate for the first and last day of travel. Receipts are not required.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

C. Provided Meals. Meals provided by others should not be included with the daily per diem requests. This includes meals provided by a host, hotel (e.g., complimentary breakfast) or included in conference/seminar fees. If meals or a gift card to purchase meals are provided by the training or conference, the cost of such meals (per the GSA rate in the travel location) shall be deducted from the traveler's per diem allowance.

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", Right: 0", Space After: 0 pt, Line spacing: single, No bullets or numbering

1) Event brochures/agendas are required documents to accompany the travel request. They will be used to determine what meals are provided as part of the event (included in the registration fee). When meals are provided, travelers shall not receive a per diem for these meals.

Formatted: Font: 12 pt

~~A meals and incidental expense only per diem allowance will be provided based on rates available from the Director of Finance and Administration. In the event that the per diem allowance needs to be prorated to reflect times that the employee is not in travel status or to take into account meals that are provided as part of the conference fee, the per diem allowance is assumed to be split approximately as follows:~~

	Breakfast	Lunch	Dinner	Total
% of Daily Allowance	20.00%	25.00%	55.00%	100.00%

~~The Director of Finance and Administration will make the specific determination of the split of the per diem allowance when IRS rates change. No receipts are required for reimbursement of subsistence costs.~~

~~In some situations, it may be appropriate for the City to bear the full cost for a business meal including the meal costs for other individuals. Receipt and supporting documentation as to the purpose shall be provided as a part of the reimbursement request or credit card voucher for the business meal. In no case, shall the cost of alcohol be reimbursed or paid by the City without reimbursement to the City by the City employee or appointed official.~~

~~4. Daily Travel (Overnight). Employees and officials may receive allowances for meals for partial days of travel when the partial day is the day of departure or the day of return:~~

- ~~Breakfast - Depart duty station prior to 6:00 a.m.~~
- ~~Lunch - Depart duty station prior to 9:00 a.m. (day of departure) return to duty station after 3:00 p.m. (day of return).~~
- ~~Dinner - Return to duty station after 8:00 p.m. If stopping for dinner would cause the individual to return after 8:00 p.m. when he/she would otherwise have returned before 8:00 p.m., dinner will not be reimbursed.~~

~~5. Daily Travel (Not Overnight). Only breakfast and/or dinner may be eligible for an allowance. To be eligible for allowances for the breakfast and evening meals, individuals must:~~

- ~~Breakfast - Depart duty station prior to 6:00 a.m. and extend the normal workday by two hours.~~
- ~~Dinner - Return to duty station after 8:00 p.m., and extend the normal workday by three hours.~~

6. Companion Travel Costs. In situations where a family member(s) or other companion will be traveling with the City official, City employee, or other individual covered by this policy, the following procedure shall be adhered to:

Formatted: List Paragraph, Indent: Left: 0.75"

Formatted: Indent: First line: 0"

- Reservations and payment for air travel shall be placed on a personal credit card for the family member(s) or other companion;
- Costs for meals for the family member(s) or other companion shall be paid for and accounted for separately or handled by reimbursement to the City, utilizing receipts for documentation;
- The additional costs for overnight stays at a hotel/motel shall be paid for or reimbursed to the City at the cost difference above the designated "single rate."

Procedure for Travel Authorization.

1. Submission, approval and processing of reimbursement requests.
 - A. The Travel Reimbursement Request and Expense Report will be submitted to the authorizing party for approval for all travel covered by this Travel Policy. After approval by the authorizing party, the form should be forwarded to the [Director of Finance and Administration Accounting Division](#).
 - B. [Accounting staff and the Director of Finance and Administration Finance Director and/or Assistant Finance Director](#) will determine that the Travel Reimbursement Request and Expense Report has been properly approved, that it is mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by this Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
 - C. The items which are **NOT** reimbursable consist of, but are not limited to, the following:
 - 1) Any miscellaneous expense not supported by a receipt.
 - 2) Meals included in registration fees.
 - 3) Travel to and from ~~employee's designated work location, duty station.~~
 - 4) Non-employee expense.
 - 5) Alcoholic beverages.
 - 6) Movie rental.
 - 7) Snacks or drinks other than meal.
 - 8) Any traffic fines.
 - D. If the amount received as a travel advance exceeds the reported travel expense, settlement must be made at the time the Travel Reimbursement Request and Expense Report is submitted; if settlement is not made, the amount due will be deducted from the employee's next paycheck.

Policy No.: GA-01	Policy Name: Travel Policy for City Employees and Appointed Officials	Page 10 of 14
--------------------------	--	----------------------

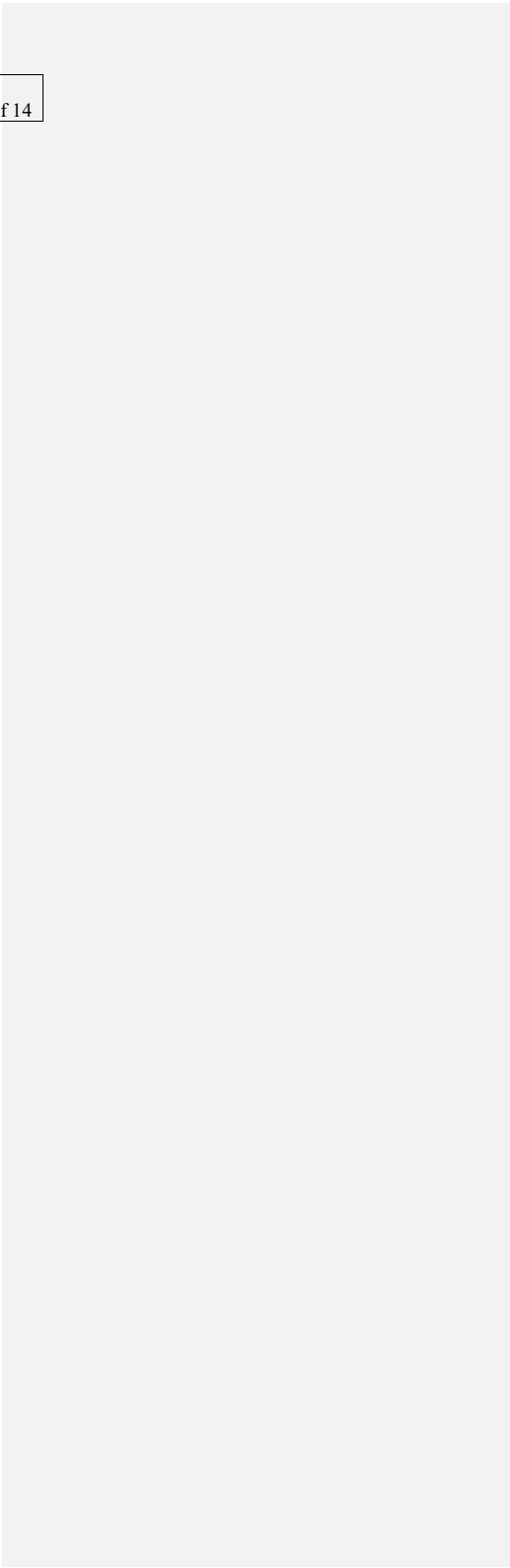
- E. Once travel has been approved, registration, hotel, car rental and airfare may be charged against city p-cards. Original receipts should be attached to the p-card statement reconciliation and a copy of the receipt attached to travel reimbursement form.

Policy No.: GA-01	Policy Name: Travel Policy for City Employees and Appointed Officials	Page 11 of 14
--------------------------	--	----------------------

Appendixes -

- A. Appendix 1 - Copy of a Travel Authorization Form
- B. Appendix 2 - Copy of a Travel Reimbursement Request and Expense Report

These are the old forms please disregard. New forms have been provided.



**CITY OF MONROE
TRAVEL AUTHORIZATION FORM**

Employee Name:	Department:
Date Funds Needed:	Today's Date:
Purpose of Travel/Destination:	
Date(s) Travel to Occur:	
Budget Account Number(s) to be Charged:	

TRAVEL FUNDS REQUESTED (insert amounts and answer questions below):

	Estimated Costs	P-Card Expenses	Funds Needed In Advance
1) Registration Fees	\$ -	\$ -	\$ -
2) Lodging Expenses	\$ -	\$ -	\$ -
3) Meals and Incidentals Allowance	\$ -	\$ -	\$ -
4) Transportation Costs	\$ -	\$ -	\$ -
Total Estimated Costs of Travel	\$ -		
		Funds Needed in Advance	\$ -

1) IF REGISTRATION FEES are needed, make payable to:

	Yes	No
--	------------	-----------

Are registration fees to be paid in advance?

2) Name of lodging facility:

Rate per night \$ -

	Yes	No
--	------------	-----------

~~Government discount requested?~~

3) Number of meals anticipated while on travel: -

	Yes	No
--	------------	-----------

4a) Will City vehicle be used for transportation?
Anticipated number of miles to be traveled: -

4b) If airfare is incurred, name of airline:

I HEREBY CERTIFY THAT ALL FUNDS REQUESTED ON THIS FORM ARE TO BE USED IN THE CONDUCT OF CITY BUSINESS. ANY FUNDS RECEIVED BUT NOT SPENT BY ME ARE TO BE RETURNED TO THE CITY WITHIN THREE WORKING DAYS AFTER MY RETURN FROM THIS TRAVEL. FUNDS NOT RETURNED TO THE CITY WITHIN THE SPECIFIED PERIOD MAY BE COLLECTED BY PAYROLL DEDUCTION.

Employee Signature: _____ Date: _____

APPROVALS:

Department Director: _____ Date: _____

City Manager: _____ Date: _____

AVAILABILITY OF FUNDS:
THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

Finance Officer: _____ Date: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE DIRECTOR OF FINANCE AT LEAST TEN WORKING DAYS PRIOR TO TRAVEL. THE DEPARTMENT DIRECTOR AND THE EMPLOYEE SHOULD EACH KEEP A COPY OF THIS FORM; ATTACH COPY OF THIS APPROVED FORM TO EXPENSE REPORT ONCE TRAVEL IS COMPLETED.

**CITY OF MONROE
TRAVEL REIMBURSEMENT
AND EXPENSE REPORT**

ATTACH COPY OF APPROVED TRAVEL REQUEST FORM TO THIS REPORT
List ALL expenses incurred, including amounts charged to the City

Employee Name: _____

Destination: _____

Day/Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
NATURE OF EXPENSE Attach receipts, if applicable, to this report								
Meals and Incidentals Allowance*								\$ -
Lodging								\$ -
Registration Fees								\$ -
Air Fare								\$ -
Car Rental								\$ -
Cab Fare								\$ -
Gasoline								\$ -
Parking Fees								\$ -
Tolls								\$ -
Miscellaneous								\$ -
Other (describe)								\$ -
Personal auto mileage miles at \$ per mile								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes/Remarks:	Amount of Charges (list charges below)	\$ -
	Non City Credit Card/P-Card Expenses	\$ -
	Less Funds Advanced to Traveler	
	NET EXPENSE REPORT	\$ -

AMOUNT DUE _____ CITY
(check one) _____ EMPLOYEE

CHARGES INCURRED ON CITY CREDIT CARD/P-CARD (describe expenses in blocks below under the correct day)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Expenses								\$ -
								\$ -
								\$ -
								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.

Employee Signature: _____ Date: _____

APPROVAL:

Department Director: _____ Date: _____

AVAILABILITY OF FUNDS:
THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

Finance Officer: _____ Date: _____

*Prorated, if applicable (Travel Policy, Specific Guidelines, 3 Subsistence)



Policy: Travel Policy for Elected Officials	Effective Date: August 21, 2001
Policy Number: GA-02	Revision Effective Date: February 5, 2002, April 1, 2007, January 1, 2008; June 3, 2014, July 1, 2015, November 3, 2015; October 2, 2018; July 1, 2019, March 3, 2020; February 11, 2025; July 8, 2025
	Page 1 of 8
Robert A. Burns, Mayor	City Council Responsible Party

SECTION 1. Purpose.

This policy provides City Elected Officials a comprehensive reference for eligible payments or reimbursements for travel expenses pertaining to official City travel and subsistence while conducting official City business as defined herein. Travel at the City’s expense shall be for a designated public purpose, in support of official City business, and not for the purpose of campaigning for an office or position with any elected organization, professional or otherwise, position or person, or for a partisan political purpose.

SECTION 2. Applicability of Travel Policy.

This Policy is applicable to all Elected Officials serving the City of Monroe.

SECTION 3. General Policy.

1. An Elected Official traveling on official City business representing the City should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect travel routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. Elected Officials will be personally responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Submission of a falsified reimbursement request by an elected official may be subject to criminal prosecution.

- 1.
2. Official travel expenses will be reimbursed in accordance with this Administrative Policy.
3. Officials authorized to use City credit cards may elect to use them instead of reimbursement; all receipts for expenditures must be submitted to the City Clerk in order for the expenditures to be approved.

4. The City will provide reasonable travel accommodations for elected officials, with documented disabilities or special needs when such accommodations are necessary for safe and effective travel. A disability requiring costlier accommodations or additional expenses must be supported by written certification from a licensed medical provider. This includes extra baggage fees, special seating accommodations, curbside check in, etc. Special needs that do not involve a

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: No bullets or numbering

Formatted: Font: 12 pt

Formatted: Font: 12 pt

~~disability may be approved without medical documentation. All accommodations must be requested and approved by the and/or Mayor, or Mayor Pro Tem prior to travel.~~

~~3.~~

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Indent: Left: 0.5", No bullets or numbering

SECTION 4. Definitions.

Authorizing Party. An individual authorized by this policy to approve or disapprove requests for travel, cash advances, travel reimbursements, etc.

~~**Incidentals.** Costs related to tips and telephone calls. The GSA (General Services Administration) per diem rate includes incidentals such as tips/gratuities for persons who provide services, such as porters, housekeeping, and baggage carriers. Therefore, the City will not reimburse for these expenses.~~

Official City Business. Travel that has a direct benefit to the City by enhancing the Elected Official's knowledge on various issues and responsibilities of local government or where the Elected Official is representing the City in their official capacity as a City Council Member. Examples of travel that would meet this requirement include, but are not limited to seminars and conferences offered by the National League of Cities, North Carolina League of Municipalities, North Carolina Legislative Conferences, ElectriCities and the Union County Chamber of Commerce. Travel and expenses related to partisan political activities or that are not directly beneficial to the City shall be paid for by the individual Elected Official without reimbursement by the City.

~~**Reasonable Expense.** All expenses incurred in the interest of the City by an elected official, including transportation, lodging, meals, registration and related incidental expenses should be economical.~~

Formatted: Font: Bold

~~**Non-Reimbursable Expense.** The City will not pay, accept, or reimburse charges for expenses that do not serve a public purpose. Examples include, but are not limited to, snacks, tobacco products, alcoholic beverages, clothing, medicine, personal care items, personal calls, traffic/parking tickets, movie rentals, luxury accommodations, unnecessary services, recreational fees or travel from conference to recreational side trips, and any other excess costs. Costs incurred for family members accompanying elected officials on trips are not reimbursable.~~

Formatted: Font: Bold

~~**Reimbursements.** All travel reimbursement requests and expense reports shall be submitted for filed for approval and payment within ten five (510) working days after the travel period ends.~~

~~**Requesting Party.** The person elected official who will be reimbursed for travel costs incurred while conducting City business, or visiting for employment.~~

~~**Subsistence.** Subsistence is an allowance related to meals, based on actual expenses incurred by the Elected Official.~~

SECTION 5. General Guidelines.

- 1. Airline tickets, lodging, and registrations for the Elected Official will be paid directly by the City. All other costs will be paid directly by the requesting party, and will not be billed to the City. The Elected Official will be reimbursed for actual costs incurred only, subject to the limitations established in this Policy.
- 2. Travel requests shall be coordinated through the City Clerk. No registrations/reservations should be made before travel has been approved. Travel authorization forms are to be submitted to the Mayor or Mayor Pro Tem no later than ten (10) working days prior to the travel date. Travel authorization forms that include air travel should be submitted timely so that discount rates may be obtained.

<u>Traveler</u>	<u>Authorized Approver</u>
<u>Council Member</u>	<u>Mayor</u>
<u>Mayor</u>	<u>Mayor Pro Tem</u>

2.

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Formatted Table

Formatted: Indent: Left: 0.5", No bullets or numbering

- 3. The City Clerk will receive a copy of each approved Travel Authorization Form. The City Clerk will work with the City’s Finance Director or his or her designee to determine if an unencumbered appropriation sufficient to cover the estimated cost of the approved travel remains in the Elected Official’s travel allocation. If a sufficient balance remains in the Elected Official’s travel allocation, the estimated travel cost will be unencumbered/approved. If the remaining balance in the Elected Official’s travel allocation is insufficient to cover the estimated cost of travel and other monies are not yet available, the requesting Elected Official, the Mayor and City Manager will be notified by the City Clerk.
- 4. Elected Officials will have an annual individual travel allocation fund assigned to them in the amount of \$7,000. If any funds in an Elected Official’s allocation remain unused by June 30 of any fiscal year, those funds shall be transferred to the City of Monroe’s General Fund. No transfers are permitted from one Elected Official’s allocation to another, except as expressly approved by City Council during a City Council meeting.
- 5. Elected Officials are unable to use their Council discretionary fund to pay for any travel.
- 6. Elected officials may make up any shortfall for travel through personal funds.

SECTION 6. Travel Advances.

- 1. The City of Monroe will provide advance funds if the estimated per diem expense exceeds \$200.100 or two night’s stay. All other travel related expenses can be paid via city credit card. If credit card is not available, the City can pay the vendor via check. If the vendor

Formatted: Font: 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

does not accept payment by check and city credit card is not available, the City will then issue a travel advance to the elected official to cover travel expenses.

- 2. A travel advance will not be issued if the elected official has an outstanding advance that has not been reconciled and cleared by a submission of a corresponding Travel Reimbursement Request and Expense Report.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

SECTION 7. Specific Guidelines Relating to Transportation, Subsistence, and Other Cost.

1. Transportation.

Transportation may be through common carrier, personal vehicle, or rental vehicle pursuant to the following parameters:

A. Common Carrier:

- 1) Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel. The cost of "Preferred Seating" will not be reimbursed by the City. First class travel should be used only in extraordinary circumstances.

- 2) The Elected Official shall be personally liable for any charges assessed due to his/her failure to cancel their reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control, or the change is made at the convenience of the City or in the event of accidents, serious illness or death within the individual's immediate family.

- 3) When traveling, the City will pay or reimburse for one item of luggage that weighs less than 50 lbs. The City will not reimburse elected officials traveling with luggage that exceeds the 50-lb limit and/or additional pieces of luggage unless it is necessary for the business purpose of the trip, in which case a business reason must be stated and provided in memo format to Finance with receipt.

Formatted: Underline

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

2)4)

B. Personal Vehicle. An Elected Official may be reimbursed for the use of a privately owned vehicle at the designated IRS rate. federal government rate then in effect.

- 1) Reimbursement for use of a privately owned automobile shall not exceed the round trip coach air fare of all persons traveling in the car or the mileage allowance, whichever is the lesser. *For example: air fare between Charlotte to Los Angeles: \$315-\$730; mileage reimbursement: \$3,540.92 (round trip) 2,661.78 (2,442 miles @ \$0.72545) flying would be the least cost for three travelers, ['flight' 3 x \$730: \$2,190, or 3 x \$315: \$945 vs 'auto' \$3,540.922,661 for the use of an automobile by three travelers]*

- 2) ~~Only one mileage reimbursement claim will be permitted per vehicle, even when two or more elected officials are traveling in the same vehicle. Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle.~~ The names of all persons traveling on the same trip and in the same vehicle must be listed in the designated section of the travel and expense report.
- 3) The mileage rate is meant to cover all expenses incurred in using a privately owned vehicle, except for items such as parking fees, tolls, or storage fees which are reimbursable; receipts are required.

C. Rental Vehicle. Rental vehicles are not to be used unless extenuating circumstances exist, has been substantiated, and use approved in advance by the Mayor ~~or Mayor Pro Tem.~~

D. Taxi/Car Service/Shuttle. ~~When air travel is necessary, or an elected official does not have access to a vehicle, the traveling official should choose the most affordable means of transportation. This may include the use of a shuttle, ride share service (e.g. Uber, Lyft), taxi or public transportation. Tips can be approved for reimbursement on a case-by-case basis by the Mayor.~~
~~E.~~

D.E. Expenses claimed under this section must be supported by an original receipt.

2. Lodging.

The Travel Authorization Form shall include the lodging accommodations as a part of the travel.

- A. Lodging accommodations will not be reimbursed by the City to attend conferences or meeting venues that are within 60 miles or 60 minutes of an individual's residence.
 - 1) An extenuating circumstance and/or demonstrated hardship may be considered by the Mayor for the purpose of granting an exception to this provision.
 - 2) Extenuating circumstances may include, but are not necessarily limited to: attending consecutive early morning sessions, or existence of extended periods of commuter congestion into the conference City, or having a reoccurring role as a Presenter or Panel member.

3 Officials should choose lodging based on cost and location with preference given to conference hotel (if applicable). For example, if the conference hotel provides blocks at a discounted conference rate, officials are expected to book

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Font: 12 pt

rooms within that block. If the conference hotel does not provide discounted conference blocks, or if the conference blocks are unavailable, officials should choose a place of lodging that is the average of the local rates.

Formatted: Font: 12 pt

4 Officials are permitted to use third party lodging (e.g. HomeAway, VRBO, Airbnb, etc.) if documentation can be provided showing savings to the City. The City strictly prohibits such rentals from family members and/or entities where the traveler has a conflict of interest.

Formatted: Font: 12 pt

Formatted: Normal, No bullets or numbering

5 Parking. In some situations, the hotel may automatically charge for parking and include as part of the hotel bill. If the only option for parking is valet, the City will pay for the full cost, but if there is an option to self-park, the City will only reimburse for the lessor of the two. The official should be able to provide documentation if and when valet is the only parking option.

Formatted: Font: 12 pt

Formatted: Normal, No bullets or numbering

2)

3. Subsistence:Meals.

Formatted: Font: 12 pt

Formatted: Normal, No bullets or numbering

Actual costs of meals (substantiated by receipts) or per diem allowance will be reimbursed. In no case, shall the City reimburse any meal greater than the per diem allowance as set forth by GSA. Elected officials will receive the per diem rate pursuant to their travel destination via travel advance or reimbursed to them upon return. Per GSA guidelines, traveling officials receive 75% of the per diem rate for the first and last day of travel. the Internal Revenue Service (IRS).

Meals provided by others should not be included with the daily per diem requests. This includes meals provided by a host, hotel (e.g. complimentary breakfast) or included in conference/seminar fees. If meals or a gift card to purchase meals are provided by the training or conference, the cost of such meals (per the GSA rate in the travel location) shall be deducted from the traveler's per diem allowance.

If elected officials select to be reimbursed for the actual costs of meals itemized receipts must be provided.

In all situations in which a City-issued credit card is used, a detailed receipt showing itemized purchases shall be submitted as a part of the Travel Reimbursement and Expense Report.

In some situations, it may be appropriate for the City to bear the cost for a business meal for other individuals. Receipt and supporting documentation as to the purpose shall be provided for the business meal as a part of the reimbursement request or credit card voucher. In no case, shall the cost of alcohol be reimbursed or paid by the City without reimbursement to the City by the Elected Official.

4. Spousal/Companion Travel Costs to Meetings, Seminars, and Conferences.

- A. Spouse or companion travel will not be paid for by the City, and is not eligible as a reimbursable expense.
- B. Additional costs for overnight stays at a hotel/motel for a spouse/companion shall be paid for by the Elected Official or reimbursed to the City (substantiated by receipts).

5. Not Reimbursable.

There are items which are NOT reimbursable even though incurred during official City business, these items include, but are not necessarily limited to:

- A. Any miscellaneous expense not supported by a receipt;
- B. Meals included in registration fees;
- C. Alcoholic beverages;
- D. Movie rental;
- E. Snacks or drinks other than a meal;
- F. Any traffic fines;
- G. Clothing, equipment, supply/material purchases.

SECTION 8. Procedure for Travel Authorization.

1. Submission, approval and processing of reimbursement requests.

- A. A "Travel Authorization Form" will be completed by the Elected Official and/or City Clerk detailing the purpose of travel, destination, and estimated costs. This form must be signed off on by the Mayor or Mayor Pro Tem at least ten days preferably in advance of the travel, but prior to payment of registration fees, hotel reservations and reimbursement of City funds.
- B. The Travel Reimbursement Request and Expense Report will be prepared by the City Clerk for the Elected Official along with the necessary processing within 10 days of return.
- C. The City's Finance Director or his or her designee will review so as to determine that:

- 1) the requesting Elected Official first has funds remaining in their travel allocation fund sufficient to permit all or a portion of the travel paid for by the City at the time the Travel Authorization Form is submitted (if the funds available are sufficient only to permit payment by the City for a portion of the requested travel, then the Elected Official will be advised of the amount available to be paid by the City, and if the Elected Official wishes to undertake the travel, he or she will be responsible for all other travel expenses in excess of the amount available from their travel allocation);
 - 2) if the requested travel is authorized and reservations and actual travel dates occur at a time that crosses fiscal years, funds may be encumbered against available funding in the Elected Official's current fiscal year travel allocation without drawing from next fiscal year travel allocations;
 - 3) the Travel Reimbursement Request and Expense Report has been properly approved and that it is mathematically correct; and
 - 4) that requested reimbursements agree to submitted receipts, when required, and are within the limits set by this Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
- D. If the amount received as a travel advance exceeds the reported travel expense, settlement shall be made at the time the Travel Reimbursement Request and Expense Report is submitted via cash or check. Funds may be deducted from Elected Official pay in order to obtain timely reimbursement to the City, however, this is not the preferred method.
- E. City Credit Card. The use and availability of a City credit card is a convenience for charging expenses that are directly related to official City business having a valid public purpose. On the existence of two occasions that an Elected Official uses a City credit card or submits credit card charges for items that per diem was or will be paid, or, where there were prohibited items charged on a City credit card, the Elected Official's City credit card will be terminated for a twelve month period. Thereafter reinstatement of the Elected Officials credit card will be at the discretion of the Mayor.
- F. Forms: The Travel Authorization Form and Travel Reimbursement Request and Expense Report should be used. Changes to forms may be needed as necessary to accommodate the needs of the Mayor, City Council and the requirements of the Monroe Finance Department. an appropriate format is to be developed and may be revised as necessary to accommodate the needs of the Mayor and City Council and the requirements of the Monroe Finance Department. Forms may include those to transmit Travel Authorizations, Travel Reimbursement Requests, Expense Reports, Travel Allocation Transfers, and any other category necessary to demonstrate the stewardship of public funds.

Travel Authorization Form

Submit this form to request approval for official travel, including expense estimates and required authorizations. Once all approvals have been obtained email this form and necessary supporting documentation to Accounting mailbox, accounting@monroenc.org

Today's Date

Employee /Elected Official

Department

Purpose of Travel

Destination

Dates of Travel

General Ledger Account Number to be Charged

Total Estimated Costs

Registration Fees

Lodging Expenses

Meals

Transportation Expenses

Total

Is a Travel Advance Needed?

Date Funds are Needed

Yes or No

Total Amount to be Advanced?

Travel Authorization Form

..	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	...	
Date									
									Totals
Breakfast									-
Lunch									-
Dinner									-
Lodging									-
Registration Fees									-
Air Fare									-
Car Rental									-
Cab Fare									-
Gasoline									-
Parking Fees									-
Tools									-
Other (describe)									-
Mileage _____ @ .72 per mile									-
									-
Totals	-	-	-	-	-	-	-	-	-

I HEREBY CERTIFY THAT ALL FUNDS REQUESTED ON THIS FORM ARE TO BE USED IN THE CONDUCT OF CITY BUSINESS. ANY FUNDS RECEIVED BUT NOT SPENT BY ME ARE TO BE RETURNED TO THE CITY WITHIN THREE WORKING DAYS AFTER MY RETURN FROM TRAVEL DESTINATION. FUNDS NOT RETURNED TO THE CITY WITHIN THE SPECIFIED TIME PERIOD MAY BE COLLECTED BY PAYROLL DEDUCTION.

Employee Signature/Elected Official

Date

Supervisor

Date

Department Director/ Mayor/Mayor Pro Tem

Date

Out of State Approval - City Manager

Date

AVAILABILITY OF FUNDS

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT

Finance Officer

Date



Travel Expense and Reimbursement Form

List **ALL** expenses incurred, including amounts charged to the City

Attach **ALL** applicable receipts

Employee /Elected Official

Travel Destination

..	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	...
Date								
								Totals
Breakfast								
Lunch								
Dinner								
Lodging								
Registration Fees								
Air Fare								
Car Rental								
Cab Fare								
Gasoline								
Parking Fees								
Tools								
Other (describe)								
Mileage ____ @ .72 per mile								
Totals								

Total Charges

- P Card Registration
- P Card Hotel
- P Card Air Fare
- P Card Car Rental
- P Card Other
- Less Funds Advanced to Traveler

Net Expense Report

Amount Due City

or Amount Due Employee

I certify the foregoing expenses were incurred in the conduct of City Business

Elected Official/
Employee

Date

Supervisor

Date

Dept. Dir/Mayor/Mayor Pro Tem

Date

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

Finance Officer:

Date



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Chief William Bolen
PREPARED BY: Asst. Chief TJ Goforth
SUBJECT: Extension for Police Department secure parking lot

SUMMARY STATEMENT

The Monroe Police Department is seeking approval to extend the fenced in secure parking lot.

REVIEW

The Monroe Police Department requests approval to expand the fenced-in parking lot to meet our growing vehicle space needs. The additional area, owned by the City of Monroe, requires minimal work to complete. The total cost from the Monroe Police budget is \$21,529.63.

The cost breakdown is:

- 5,400.00 to City of Monroe Street Department (driveway and curb cutting)
 - 16,129.63 for the fence materials and installation.
-
-

RECOMMENDATION

Staff recommends the General Services Committee approve this project and include this item on the Consent Agenda for City Council approval at its June 9, 2026 meeting.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Lisa Strickland, Finance Director
PREPARED BY: Lisa Strickland, Finance Director
SUBJECT: Budget Amendment and Budget Ordinance for Various Budget Adjustments

SUMMARY STATEMENT

Various budget adjustments are proposed to the fiscal year 2026 budget in order to recognize activity that was unanticipated, make corrections and maintain budgetary compliance. A Budget Ordinance is proposed to close and/or adjust capital project budgets as indicated. All adjustments are outlined below.

REVIEW

Budget Amendment for various items as follows:

1. Staff will be closing the Community Development Fund and the remaining funds totaling \$18,069 will be credited to the City’s General Fund. This fund was used for the scattered site housing program which is no longer available.
2. A budget amendment to cover higher than anticipated natural gas purchases due to cold weather in the amount of \$6,200,000 is requested. The offset for this adjustment is the natural gas fee revenue.
3. A budget amendment to cover higher than anticipated airport fuel purchases due to increased sales the amount of \$500,000 is requested. The offset for this adjustment is the fuel sales revenue.

4. A technical adjustment for payment in lieu of taxes for the Electric Fund is needed in the amount of \$126,636.
5. A technical adjustment for bond administration fees for the Occupancy Tax Fund is needed in the amount of \$89.
6. A budget amendment to designate funds for City lease and subscription-based information technology agreements in accordance with governmental accounting standards in the amount of \$318,430 is necessary. Adjustment is needed for a lease contract for copiers and a location intelligence and foot traffic data subscription-based information technology agreement.
7. A budget amendment for \$20,000 is needed to provide emergency repair funding for the Community Maintenance vehicle. Funding is available in the Community Development division.

Budget Ordinance for various project related items as follows:

The following projects are complete and need to be closed:

•	CR2202 Housing/Cur Public/Private Partners	\$779,188
•	GC2501 Pro Shop Renovation	(\$17,754)
•	GC2502 Ballroom Renovation	(\$62,219)
•	GB2203 Planning Lobby COVID Compliance	\$669
•	GB2506 Sunset Fieldhouse Renovation	\$1,314

The following projects can be combined and the Greenway Reserve Fund can be closed out.

- Transfer \$247,360 from project PR1401 - Greenway Reserve Fund to project PR1602 - Greenway Construction.

Transfer airport funding in the amount of \$800,000 that was intended for the grant match for the apron rehabilitation project in the fiscal year 2026 budget. This amount can be transferred to a new project account AP2602 – Apron Rehab so funding will be available when the project moves forward.

RECOMMENDATION

Staff recommends a favorable recommendation to City Council for approval of the attached Budget Amendment containing various budget adjustments and the attached Budget Ordinance closing/adjusting projects for Fiscal Year 2026.

Attachments: Budget Amendment BA-2026-09
Budget Ordinance BO-2026-11

**CITY OF MONROE
BUDGET AMENDMENT
BA-2026-09**

1. Staff will be closing the Community Development Fund and the remaining funds totaling \$18,069 will be credited to the City's General Fund. This fund was used for the scattered site housing program which is no longer available.

Community Development Fund:

Revenue:		
Appropriation from Fund Balance		\$18,069
Expense:		
Transfer to General Fund		\$18,069

General Fund:

Revenue:		
Transfer from Community Development Fund		\$18,069
Appropriation to Fund Balance		(\$18,069)

2. A budget amendment to cover higher than anticipated natural gas purchases due to cold weather in the amount of \$6,200,000 is requested. The offset for this adjustment is the natural gas fee revenue.

Natural Gas Fund:

Revenue:		
Charges for Natural Gas		\$6,200,000
Expense:		
Natural Gas Purchases		\$6,200,000

3. A budget amendment to cover higher than anticipated airport fuel purchases due to increased sales in the amount of \$500,000 is requested. The offset for this adjustment is the aviation fuel revenue.

Airport Fund:

Revenue:		
Sales and Services		\$500,000
Expense:		
Airport Operations		\$500,000

4. A technical adjustment for payment in lieu of taxes for the Electric Fund is needed in the amount of \$126,636.

Electric Fund:

Revenue:		
Other Revenues		\$126,636
Expense:		
Transfers out to Other Funds		\$126,636

5. A technical adjustment for bond administration fees for the Occupancy Tax Fund is needed in the amount of \$89.

Occupancy Tax Fund:

Revenue:		
	Appropriation from Fund Balance	\$89
Expense:		
	Economic and Physical Development	\$89

6. A budget amendment to designate funds for City lease and subscription-based information technology agreements in accordance with governmental accounting standards in the amount of \$318,430 is necessary. Adjustment is needed for a lease contract for copiers and a location intelligence and foot traffic data subscription-based information technology agreement.

General Fund:

Revenue:		
	Other Financing Sources	\$150,000
	Transfer in from Police Forfeiture Fund	\$142,000
	Appropriation from Fund Balance	\$26,430
Expense:		
	Capital Outlay-Public Safety	\$150,000
	Debt Service	\$168,430

Police Forfeiture Fund:

Expense:		
	Transfer to General Fund	\$142,000
	Public Safety	(\$142,000)

7. A budget amendment for \$20,000 is needed to provide emergency repair funding for the Community Maintenance vehicle. Funding is available in the Community Development division.

General Fund:

Expense:		
	General Government	(\$20,000)
	Environmental Protection	\$20,000

Adopted this the 9th day of June, 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

**CAPITAL PROJECT BUDGET ORDINANCE
CLOSE COMPLETED CAPITAL PROJECTS
AND TRANSFER/ADJUST PROJECT BALANCES
BO-2026-11**

WHEREAS, certain projects that have been funded in prior years have been completed;

WHEREAS, those projects with remaining balances/shortages are identified as follows:

- CR2202 Housing/Cur Public/Private Partners \$779,188
- GC2501 Pro Shop Renovation (\$17,754)
- GC2502 Ballroom Renovation (\$62,219)
- GB2203 Planning Lobby COVID Compliance \$669
- GB2506 Sunset Fieldhouse Renovation \$1,314

WHEREAS, it is desired that the following project is transferring balances to another project as follows:

- Transfer \$247,360 from PR1401 – Greenway Reserve Funds to PR1602 – Greenway Construction.

WHEREAS, it is desired that the airport funding in the amount of \$800,000 that was intended for the grant match for the apron rehabilitation project in the fiscal year 2026 budget be transferred to a new project account AP2602 – Apron Rehab so funding will be available when the project moves forward.

NOW, THEREFORE, BE IT ORDAINED, that the City Council of the City of Monroe adjusts the appropriations in the above projects and amends the following revenues and expenses:

General Capital Project Fund:

Revenue:

Transfer from General Fund GC2501	\$17,754
Transfer from General Fund GC2502	\$62,219
Transfer from Greenway Reserve Fund PR1602	\$247,360

Expense:

Transfer to General Fund CR2202	\$779,188
Transfer to General Fund GB2203	\$669
Transfer to General Fund GB2506	\$1,314
Increase Project Expense GC2501	\$17,754
Increase Project Expense GC2502	\$62,219
Increase Project Expense PR1602	\$247,360
Decrease Project Expense CR2202	(\$779,188)
Decrease Project Expense GB2203	(\$669)
Decrease Project Expense GB2506	(\$1,314)

General Fund:	
Revenue:	
Transfer from General Capital Project Fund	\$781,171
Appropriation to Unassigned Fund Balance	(\$701,198)
Expense:	
Transfer to General Capital Project Fund	\$79,973
Greenway Reserve Fund:	
Revenue:	
Transfer from Greenway Reserve Balance	\$247,360
Expense:	
Transfer to General Capital Project Fund	\$247,360
Airport Fund:	
Expense:	
Transfer to Airport Capital Project Fund	\$800,000
Decrease Airport Operations Expense	(\$800,000)
Airport Capital Project Fund:	
Revenue:	
Transfer from Airport Fund AP2602	\$800,000
Expense:	
Increase Project Expense AP2602	\$800,000

BE IT FURTHER ORDAINED, that an amendment to the various capital fund budgets for FY 2025-2026 is approved to adjust funding as listed above.

Adopted this 9th day of June, 2026.

Attest:

Robert Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Jeff Wells, Assistant City Manager

DATE: June 5, 2026

PREPARED BY: Lisa Stiwinter, Director of Planning and Development

SUBJECT: US 74/601 Interchange Enhancements and Skyway Drive Streetscape Design Project Update and Request to Apply for CRTPO Discretionary Funding for the Skyway Drive Streetscape Project.

SUMMARY STATEMENT

Staff will provide the General Services Committee with an update on the status of the US 74/601 Interchange Enhancement and Skyway Drive Streetscape Project. The General Services Committee is also requested to consider providing a recommendation in support of staff applying for the Charlotte Regional Transportation Planning Organization (CRTPO) 2026 Discretionary Grant Funding for the Skyway Drive Streetscape Project.

REVIEW

In November 2024, the City Council voted to award Kimley-Horn a contract to assist the City with the planning and design of an interchange enhancement project at US 74/601, as well as the preparation of construction documents for the Skyway Drive Streetscape Design Project from approximately Pedro Street to W. Myers Street.

In 2015, an area redevelopment plan titled “Concord Avenue Area Master Plan was adopted by City Council, which was the first step toward revitalization of an important gateway into Downtown Monroe. One of the special objectives for the Plan was to develop an action/implementation plan that provides recommendation strategies that will serve to implement the vision for the area.

Gateway and Intersection and Streetscape Enhancements were identified as action items in the Concord Avenue Area Master Plan that include landscaping, decorative street lighting, gateway

monumentation, pedestrian sidewalks/connections, movement of utilities underground and signal modifications.

The North Carolina Department of Transportation (NCDOT) has an Interchange Improvement project located at US 74/601 (U-5723) that includes replacing the bridge, constructing roundabouts at both ends and including an 8-foot sidewalk on both sides. The project is currently in the right-of-way acquisition phase and is scheduled for construction in 2030.

The NCDOT Interchange Improvement Project at US 74/601 has provided the city a great opportunity to bring forward the Gateway and Intersection and Streetscape Enhancement recommendations outlined in the Concord Avenue Area Master Plan.

Since the execution of the contract with Kimley-Horn in February 2025, a great deal of work has taken place behind the scenes that include, but is not limited to:

- Project meetings and due diligence
- Survey and base mapping
- Utility coordination
- Subsurface utility exploration
- Preliminary concept designs
- Traffic signal design
- Design development and construction documentation
- Environmental permitting

Over the past 15 months, Kimley-Horn, City Planning staff and the North Carolina Department of Transportation (NCDOT) have been working diligently to coordinate the City's Interchange Enhancement and Skyway Drive Streetscape Project with NCDOT's Interchange Improvement Project at US 74/601.

To date, Kimley-Horn has prepared an overall landscape plan, gateway concept, monument sign renderings, and are currently working on 90% construction drawings for the Skyway Drive streetscape project. The streetscape project includes an 8-foot sidewalk on the north side of Skyway Drive and a 6-foot sidewalk on the south side. The streetscape project also includes landscaping, reduction of overhead utilities, street and decorative pedestrian lighting, stamped crosswalks, and traffic signal design modifications.

The City of Monroe is very fortunate to own and operate our own utilities. Planning staff had a vision to reduce the amount of overhead utility lines in the project area, and the Energy Services Department graciously partnered in helping bring that vision to life. Energy Services assisted with developing a utility reduction plan and lighting plan that will serve to improve aesthetics, safety, viability and overall appeal.

Project Next Steps:

- Presentation to City Council at the June 9th meeting

- Stakeholder workshop with property owners along Skyway Drive within the project limits from Pedro Street to W. Myers Street
- Open House Workshop-tentatively scheduled for August

Planning staff's goal is to apply for the 2026 Charlotte Regional Transportation Planning Organization (CRTPO) 2026 Discretionary Grant Funding for the Skyway Drive Streetscape portion of this project.

Based on the 75% construction drawings, the projected cost to include right-of-way acquisition is \$3,050,000. CRTPO Discretionary Grant Funding requires a minimum of a 20% match but strongly encourages a higher match to be competitive. Planning staff would propose a 25% match, which would be approximately \$762,500. The Concord Avenue Gateway Project account has funding available to support this match.

RECOMMENDATION

Planning staff is requesting the General Services Committee to consider and discuss the US 74/601 Interchange Enhancements and Skyway Drive Streetscape Design project. Staff is also seeking a recommendation in support of staff applying for the Charlotte Regional Transportation Planning Organization (CRTPO) 2026 Discretionary Grant Funding for the Skyway Drive Streetscape Project to be sent on to City Council for their consideration.



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks, Recreation and Tourism Director
VIA: Mark Watson, City Manager
DATE: June 5, 2026
PREPARED BY: Pete Hovanec, Parks, Recreation and Tourism Director
SUBJECT: Discount to City Employees Clubhouse 1936

SUMMARY STATEMENT

Staff operates Clubhouse 1936 as a Golf Simulator rental facility as well as a limited menu restaurant. Staff has had several requests from City employees to explore offering discounts with regards to food served at the facility.

Staff currently offers discounts for golf to current and retired City employees.

REVIEW

Staff would like to offer a 10 percent discount on food and non-alcoholic beverages served at Clubhouse 1936 to current City employees.

The discount would not significantly affect budgetary margins at Clubhouse 1936. Food products see anywhere from a 10 to 40 percent market, not including labor and utilities, so including a 10 percent discount would not have a negative impact.

By offering the discount, City staff would have an option for lunch that serves as a benefit for both the City and the employee. The additional City employee customers would help to not only increase the customer base and usage of the facility, but it would also stand to increase moral and overall employee satisfaction.

An example of the potential savings for an employee would be nominal. A \$15 meal would save the employee \$1.50 and cost \$13.50. The discount would apply to the employee’s family if they are all together. A \$100 family meal would cost \$90. The discount would not apply to friend groups of the employee.

RECOMMENDATION

Staff requests the General Services Committee recommend allowing a 10 percent discount for City employees with their families on food and non-alcoholic beverages at Clubhouse 1936 and send to City Council for approval.



STAFF REPORT

TO: General Services
FROM: Pete Hovanec
VIA: Mark Watson, City Manager
DATE: June 5, 2026
PREPARED BY: Pete Hovanec
SUBJECT: Home and Community Care Block Grant

SUMMARY STATEMENT

The Parks and Recreation Department seeks to receive Home and Community Care Block Grant from Centralina Area Agency on Aging in the amount of \$39,678 and requests a budget amendment.

REVIEW

The Parks and Recreation Department has received a grant in the amount of \$39,678 from the Centralina Area Agency on Aging. The purpose of this grant is to improve planning, management and coordination of community based services provided to older adults and to promote the visibility of aging programs at the local level. These funds will allow our department to provide the opportunity for participants to enjoy programs and facilities at a high quality level that include, but are not limited to, amenities throughout the facility, printing of monthly newsletters to be used for outreach, funding to pay instructors for our Tai Chi, Zumba Gold and Stiff to Strong programs as well as funding for our thriving Ceramics/Pottery Studio and Woodshop areas. There is a 10% match in the amount of \$4,409 associated with this grant that can be funded through the operational budget of the Active Adult Center.

RECOMMENDATION

Staff requests the General Services recommend Council approval to accept funds associated with the Home and Community Care Block Grant.

Attachment: Budget Amendment

**BUDGET AMENDMENT
BA-2026-10**

1. Amendment necessary to designate and appropriate funds received from the Home and Community Care Block Grant from Centralina Area Agency on Aging be used for the planning, management, and coordination of community-based services provided to older adults and to promote the visibility of aging programs at the local level.

General Fund:

Revenue:

Restricted Revenue - State	\$39,678
----------------------------	----------

Expenditure:

Parks and Recreation	\$39,678
----------------------	----------

Adopted this 9th day of June, 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: June 5, 2026
FROM: Leesa Jensen, Director of Human Resources
PREPARED BY: Glenn LeGrande, Risk Manager
SUBJECT: 2026-2027 Property & Liability Insurance Renewal, Cyber Liability

SUMMARY STATEMENT

Staff submits to the General Services Committee, the 2026-2027 City of Monroe Property & Liability insurance renewal along with Cyber Liability options for review. Staff is requesting approval for payment of Property & Liability premium and Cyber Liability premium as outlined and authorization for the City Manager to execute necessary documents.

REVIEW

The City of Monroe purchases Property and Liability insurance coverage to protect City physical assets from damage exposures along with managing various liability exposures impacting City financial resources.

Property & Liability Renewal Summary:

The City’s property and liability exposures are insured through The Travelers Insurance Company. The Property & Liability program has been insured through Travelers since July 1, 2023.

Overall rate change across all coverage lines is 5.5%. The renewal premium for the package coverage lines increased 17.5%. This is a higher-than-expected premium increase due to a large increase in the City’s automobile exposures from last year.

The underwriting rating basis for automobile liability coverage is the total number of vehicles/power units. This exposure saw a 28.3% increase from last year. Automobile physical damage coverage is rated on total vehicle values per \$100 of value. This exposure rating basis increased 49.3% from last year.

Expiring and Renewal Premiums:

Total Package Expiring Premium- \$849,204

Total Package Renewal Premium- \$994,646

Cyber Liability:

Historically the City of Monroe has never purchased Cyber Liability coverage since the inception of this type of coverage in the late 1990's. The City is at significant risk currently without any coverage for potential cyber-attacks ranging from the following exposures:

- Privacy & Media exposure
- Social Engineering Fraud
- Funds Transfer Fraud
- Cyber extortion
- Public Relations

Risk Management has secured 3 policy options through our Insurance Broker Arthur J. Gallagher. The recommended Cyber Liability policy provides \$2M limit of coverage for liability expenses, breach response and business loss. In addition, a \$250K sub-limit is provided for cyber-crime attacks such as funds transfer fraud and social engineering fraud.

The recommended coverage option is offered by Tokio HCC with an AM Best Rating: A++XV, \$25K retention/deductible at an annual premium of \$32, 151.

RECOMMENDATION

Staff is recommending that the General Services Committee approve the renewal request and recommend submission to City Council for review and award the Property & Liability insurance renewal to Arthur J. Gallagher and award the Cyber Liability insurance to Tokio HCC. Staff also request and authorize the City Manager to execute any and all documents related to Property & Liability renewal and the purchase of Cyber Liability premiums not to exceed \$1,026,646.